



City of Woodland
Meeting Agenda
City Council

Woodland Community and
Senior Center
2001 East Street
Woodland, CA 95695

December 4, 2018
6:00 PM

CITY COUNCIL

JOINT SPECIAL MEETING 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. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

F. MINUTES

2. SUBJECT: Commission on Aging Minutes from October 18, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the October 18, 2018 Commission on Aging meeting minutes.

3. SUBJECT: Parks & Recreation Commission Meeting Minutes for September 24, 2018

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the September 24, 2018 Parks & Recreation Commission Meeting Minutes.

G. CONSENT CALENDAR

4. SUBJECT: Approve Contract Amendment with BSK Associates for 2019 Water Quality Testing Services

RECOMMENDATION FOR ACTION: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2019 Water Quality Testing Services, for an amount up to \$64,260 and authorize a contingency of up to 10% (\$6,426).

5. SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for the West Street Water Transmission Main Project (Phase Two), CIP #17-08

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the West Street Transmission Main Project (Phase Two), CIP #17-08.

6. SUBJECT: Internal Audit of the City of Woodland's Sewer System Management Plan.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2016 to June 20, 2018

7. SUBJECT: Final Acceptance and Notice of Completion for 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06 and Approve Construction Contingency.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Approve the reallocation of \$96,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06; and
2. Approve construction contingencies of up to \$233,000 (55% of the contract award amount of \$429,000) for a total contract amount of \$662,000; and
3. Adopt Resolution No. _____, accepting the 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP #18-06 as complete and authorize the City Clerk to file a Notice of Completion.

8. SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, approving the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

H. REPORTS OF THE CITY MANAGER

9. SUBJECT: Declaring Results of the November 6, 2018 Election

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, declaring the results of the November 6, 2018 election related to the election of two (2) members of the City Council for Council Districts 1 and 3 with terms expiring upon the election of their successor thereto at the Municipal Election of 2022.

- I. ADMINISTER OATH OF OFFICE TO NEW/RE-ELECTED COUNCIL MEMBERS - Richard Lansburgh (District 1) and Angel Barajas (District 3)**
- J. ORGANIZATIONAL MATTERS - Designation of Mayor and Mayor Pro Tempore**
- K. MAYOR'S REMARKS**
- L. ADJOURN**

I declare under penalty of perjury that the foregoing Agenda for the Joint City Council/Woodland Finance Authority Special Meeting of the City of Woodland scheduled for December 4, 2018 was posted on November 30, 2018 in the outside display case at the Community and Senior Center, 2001 East Street, Woodland, CA, and was available to the public during normal business hours.


Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such 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 Special Meeting
DATE: December 4, 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.



Paul Navazio
City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

DECEMBER 18TH

REGULAR MEETING

Presentations

United Way

Consent Calendar

I-5/CR 102 – CIP #11-24

Measure E Annual Report

Measure J Annual Report

AB1600 Impacft Fee Annual Report

Quarterly Treasurer's Report

Reports of the City Manager

Council Appointments/Assignments

2019 Council Meeting Calendar

West Main Street Project – Bid Authorization

Tree Preservation Ordinance Update

Urban Forestry / Master Plan Tree Update

Municipal Services Review

JANUARY 15TH

REGULAR MEETING

No Place Like Home Grant Application

1st Reading - Ag Mitigation Ordinance

GST Capital Partners, LLC Cell Tower Agreement

Neighborhood Traffic Calming Program Update

JANUARY (TBD)

SPECIAL MEETING – COUNCIL RETREAT

City Council Goals

Future Topics / Study Sessions:

City Code Clean-up Ordinance

Non-Conforming Use Zoning Update



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: F.2.
SUBJECT: Commission on Aging Minutes from October 18, 2018

Recommendation for Action: Staff recommends that the City Council receive the October 18, 2018 Commission on Aging meeting minutes.

Staff Contact:

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

Discussion:

The Commission on Aging met on November 15, 2018 and approved the October 18 meeting minutes.

Conclusion:

Staff recommends that the City Council receive the October 18, 2018 Commission on Aging meeting minutes.

Prepared By: Dallas Tringali, Community Services Program Manager

Reviewed By: Christine Engel, Community Services Director

A handwritten signature in black ink, appearing to read "Paul Navazio". The signature is fluid and cursive, with the first name "Paul" and last name "Navazio" clearly distinguishable.

Paul Navazio
City Manager

Attachments:

1. Minutes_2018_10_18

City of Woodland

Woodland Community & Senior Center
2001 East Street
Woodland, CA 95776



Commission on Aging –

Thursday, October 18, 2018

4:00 PM

A. CALL TO ORDER

Meeting called to order at 4:00 p.m.

B. ROLL CALL

Commissioners Present: Chairperson Don Campbell, Commissioner Terry Kelley, Commissioner Linda Weesner, Commissioner Heidi Wheeler

Absent: Commissioner Regan Overholt

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

Commissioner Terry Kelley reported on the Yolo County COA meeting. Adult Day Health Care program could be two years out. A taskforce will be created to evaluate this program.

E. NEW BUSINESS

F. REGULAR CALENDAR

1. Approve July 19, 2018 Minutes

On a motion by Commissioner Linda Weesner to accept the minutes as written, seconded by Commissioner Heidi Wheeler and carried unanimously,

Ayes: Chairperson Don Campbell, Commissioner Terry Kelley, Commissioner Linda Weesner, Commissioner Heidi Wheeler

Noes: None

Absent: Commissioner Regan Overholt

2. Consider Commissioner Requests for Excused Absences from Future Meetings

Chair Don Campbell would like the minutes to reflect his expressed reservations with the Council's Commission absence policy. Commission would like "excused/unexcused" changed to Planned/Unplanned, additionally to have the staff report say "Consider Commissioner Requests for Planned Absences from Future Meetings".

On a motion by Commissioner Terry Kelley, seconded by Commissioner Heidi Wheeler and carried unanimously.

Ayes: Chairperson Don Campbell, Commissioner Terry Kelley, Commissioner Linda Weesner, Commissioner Heidi Wheeler

Noes: None

Absent: Commissioner Regan Overholt

3. Committee Reports

G. REPORT OF THE STAFF

4. Program Report (July-September)

Tringali discussed upcoming programs, Fraud Fair SCI Dinners and 2019 Grief Classes.

Commissioner Heidi Wheeler suggested an educational session on Palliative Care.

H. COMMUNICATIONS - PUBLIC COMMENT

I. AGENDA ITEMS FOR NEXT MEETING

Election of Officers

Work Plan

J. ADJOURN

On a motion by Commissioner Linda Weesner, seconded by Commissioner Heidi Wheeler and carried unanimously, to Adjourn at 4:32 p.m.

Ayes: Chairperson Don Campbell, Commissioner Terry Kelley, Commissioner Linda Weesner, Commissioner Heidi Wheeler

Noes: None

Absent: Commissioner Regan Overholt



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: F.3.
SUBJECT: Parks & Recreation Commission Meeting Minutes for September 24, 2018

Recommendation for Action: Staff recommends that the City Council receive the September 24, 2018 Parks & Recreation Commission Meeting Minutes.

Staff Contact:

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

Discussion:

The Parks & Recreation Commission held their last meeting on November 26, 2018. At this meeting they approved the minutes from September 24, 2018.

Conclusion:

Staff recommends that the City Council receive the September 24, 2018 Parks & Recreation Commission Meeting Minutes.



Paul Navazio
City Manager

Attachments:

1. Parks & Recreation Commission Meeting Minutes September 24, 2018

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Parks & Recreation Commission Meeting –

Monday, September 24, 2018

6:30 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

E. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

F. PRESENTATION

G. COMMITTEE REPORTS

1. Standing Committee Report

- Facilities Committee
- Program & Department Evaluation
- Budget & Finance Committee
- Urban Forest Committee
- Volunteerism Committee

H. CONSENT CALENDAR

2. Approve July 23, 2018 Minutes

On a motion by Commissioner Andrew Foraker, seconded by Vice-Chairperson Carla White-Snyder and carried unanimously, Approve July 23, 2018 Minutes

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent: Commissioner Sanjit Singh

I. OTHER BUSINESS

3. Election of Officers

On a motion by Commissioner Rashid Ali, seconded by Commissioner Andrew Foraker and carried unanimously, to keep the officers the same.

Ayes: Commissioner Rashid Ali, Commissioner Andrew Foraker, Chairperson Jon-Paul Valcarenghi, Vice-Chairperson Carla White-Snyder

Noes: None

Absent: Commissioner Sanjit Singh

4. Girls Fastpitch Softball Association Proposed Complex

Verbal updates provided by Staff.

Commission is concerned about how the project will be funded and the schedule proposed by User Group. Commission would like these concerns brought forward to Council.

5. Commission Absent Requests

No absent requests at this time.

J. REPORT OF THE STAFF

6. Staff Report for September 24, 2018 Parks & Recreation Commission

Verbal updates provided by Staff.

K. NEXT MEETING: October 22, 2018

Cancelled.

L. ADJOURN



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.4.
SUBJECT: Approve Contract Amendment with BSK Associates for 2019
Water Quality Testing Services

Recommendation for Action: Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2019 Water Quality Testing Services, for an amount up to \$64,260 and authorize a contingency of up to 10% (\$6,426).

Staff Contact:

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

Fiscal Impact:

The funding source for the annual water quality testing is the Water Enterprise Fund. The budget for this work is included under Operation and Maintenance Contract Services for the Water Distribution System.

There is no impact to the General Fund.

Background:

The City's water system utilizes primarily treated Sacramento River water from the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF) and is supplemented by several wells, including the three aquifer storage & recovery wells. The State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) requires extensive water quality testing of the water system within the distribution system, at each well (including standby and inactive wells), and the WDCWA compliance points. This testing includes weekly, monthly, quarterly, and annual testing of numerous constituents.

In September 2018, staff released a request for proposal for Labs to perform water quality sampling and testing services for various wells and sample stations in the City as required by the DDW. Three labs responded and staff reviewed, scored and ranked the proposals received. The Water Quality Specialist from Solano Irrigation District assisted in review and ranking of the proposals. BSK was the top ranked firm in both responsiveness to the request for proposals and also lowest in cost.

BSK has collected samples and testing of water quality for the City of Woodland since 2005 and already has a strong presence within the city and area and is also utilized by WDCWA. Their knowledge and experience makes them a logical choice to provide lab services for required water quality monitoring. It is to the City's benefit for BSK to provide continued lab services for the city's water infrastructure.

Discussion:

The request for proposals stated that the term of the contract is or three years and that a contract or contract amendment would be prepared annually because testing requirements vary each year. A budget contingency is included to provide a budgetary allowance for unplanned testing. For example, in 2018 the DDW required that all water utilities test for 1, 2, 3 TCP (trichloropropane). The chemical is a groundwater contaminant that is not present in Woodland, however, DDW mandated testing early in 2018.

Water quality testing costs for 2019 are less than 2018 due to competitive pricing and also reduced testing. The City has recently completed the supplemental testing in the distribution system related to conversion from groundwater to surface water. Staff had been conducting weekly testing for several constituents at 10 locations across the City. Water quality complaints have decreased to a level that is considered normal. Staff continue to monitor these locations and test for fewer water quality constituents with City owned equipment.

Several wells have also been placed on “standby” or “inactive” status, which reduces the amount of testing that is required. These wells have not been used in the past two years and serve as an emergency backup supply. Eight wells, including the three aquifer storage & recovery wells, are maintained as “active” and could be used at any time for water supply if needed.

Conclusion:

Staff requests that the City Council adopt Resolution No. _____, authorizing the City Manager to execute the contract with BSK Associates for the 2019 Water Quality Testing Services, for an amount up to \$64,260 and authorize a contingency of up to 10% (\$6,426).

Prepared By: Tim Busch, Principal Utilities Civil Engineer

Reviewed By: Brent Meyer, City Engineer

Ken Hiatt, Assistant City Manager/Community & Economic Development Director



Paul Navazio
City Manager

Attachments:

1. Resolution
2. BSK SOQ
3. Water Quality Monitoring Program 2019

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING A CONTRACT WITH BSK ASSOCIATES FOR
2019 WATER QUALITY TESTING SERVICES**

WHEREAS, retaining a water quality testing services laboratory is necessary for compliance with the State Water Resources Control Board – Division of Drinking Water regulations; and

WHEREAS, BSK Associates was selected to provide water quality testing services for a period of three years based on the selection process conducted in Fall 2018; and

WHEREAS, the budget for funding the water quality testing services is included under Operation and Maintenance Contract Services budget for the Water Distribution System; and

WHEREAS, BSK Associates is experienced in water quality testing and has a certified laboratory; and

WHEREAS, the City Council wishes to approve the Contract for the 2019 Water Quality Testing Services with BSK Associated for an amount up to \$64,260 and authorize its execution through the adoption of this Resolution; and

WHEREAS, the City Council wishes to approve a contingency of up to 10% (6,426).

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

Section 1. The City Council hereby approves the Contract. The City Manager is hereby authorized and directed to execute the Contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. Copies of the Consultant Agreement for water quality testing services are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this 4th day of December 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



1414 Stanislaus Street
Fresno CA 93706
P 559.497.2888
F 559.485.6935
www.bskassociates.com

October 15, 2018

Matt Cohen, Assistant Engineer
City of Woodland Community Development Department
300 First Street
Woodland, CA 95695

Re: Request for Qualifications, Water Quality Lab Services

Dear Mr. Cohen:

On behalf of BSK Associates Lab Service Division (BSK Labs), I would like to thank you for being included in your solicitation process for the City of Woodland "Water Quality Lab Services", for the period beginning January 1, 2019 through December 31st, 2021.

- Services provided will include:
 - Water quality sampling, analysis, and timely results.
 - On-site water sampling, holding, and transporting of samples to lab.
 - Electronic delivery of sampling results to SWRCB Division of Drinking Water
 - Electronic delivery of sampling results to City of Woodland staff (in PDF, Excel, and CSV format).
 - Prompt notification of any sample results exceeding MCL, SMCL, and Notification Level based on California Regulations Related to Drinking Water.
 - Supplemental testing within the water distribution system or at the three aquifer storage and recovery wells as requested.
 - Full Title 22 water quality testing for new facilities including wells and tanks.
 - On-call water sampling as requested.
- Enclosed, please find BSK Associates' Statement of Qualifications:
 - Statement of Interest
 - Key Personnel including main point of contact, roles, experience and contact Information
- Exhibit C, Compensation in separate sealed envelope

Exceptions to Standard Agreement: We have thoroughly reviewed the RFQ information and take no exceptions nor request any variances to the specifications set forth in your standard agreement. BSK meets the City of Woodland's insurance requirements as well.

Included in our SOQ are sections detailing BSK Lab's analytical support capabilities and project management. This information illustrates the experience BSK offers in all facets of Drinking Water analyses and support capabilities and expertise which will be crucial in furnishing the highest quality data in accordance to the specifications.

BSK has enjoyed working with the City of Woodland on past project work including support for your drinking water regulatory needs. We look forward to the opportunity to continue to support the City of Woodland's analytical needs. Should you have any questions or require additional information, please contact me at your convenience (559/497-2888 ext. 212).

Sincerely,
BSK Associates



10/16/2018

Stephane Maupas
Project Management & Acquisition Manager



STATEMENT OF QUALIFICATIONS



Statement of Interest

BSK Analytical Laboratories has been providing analytical services to the City of Woodland for over ten years and continues to be committed to providing accurate, reliable, and timely analytical testing services. As presented herein, our services extend beyond the bottom line. Our Laboratory Information Management System (LIMS) gives our Project Managers (PMs) up-to-the-minute status of samples and immediate hard copy results, including Quality Control reports. We have fully implemented a Quality Assurance program to meet or exceed the standards put forth to us by our regulators, the California Public Health Department's Environmental Laboratory Accreditation Program (ELAP), the California Regional Water Quality Control Board (CRWQCB), and the National Environmental Laboratory Accreditation Program (NELAP).

BSK Analytical Laboratories were founded in July 1966 to support our Environmental Engineering firm's needs for Drinking and Wastewater analyses. Over the past 50 years, the lab has specialized in the analyses of subsurface and surface Drinking Water as well as Bottled Water analyses. This specialization is not only centered on the most current analytical methods, but also involved with method development for the latest tests being required in the Drinking Water industry such as low-level Hexavalent Chromium, UCMR-4 (BSK has participated in the last three EPA programs), and low-level 1,2,3-TCP.

Currently, BSK Analytical Laboratories has sixty-five full time employees (FTE) in the Fresno Analytical Lab and six FTE's in our Rancho Cordova Bacteriological Lab. The primary facility in Fresno is a full-service environmental laboratory specializing in Drinking and Wastewater analyses. To illustrate the lab's dedication to providing Drinking Water analyses to the City of Woodland, BSK has recently added full time project management support in our Rancho Cordova facility. BSK Analytical Laboratories' include a client base of approximately twenty-one hundred individual cities, utilities, water districts, corporations, and private individuals. These clients varied in size from utilities with only a handful of distribution points to the largest utility for deep-water production wells in the United States.

The fifty-one years of experience in all phases of Drinking Water testing enables BSK to not only provide routine analytical support but also to assist with and be a valuable information source for non-routine work and specialty projects. BSK also participated in specialty projects such as special zone sampling for aquifer evaluations and pump studies for the effects on water quality and treatment systems.



BSK Company Information and Key Personnel

BSK Analytical Laboratories will utilize two lab locations to perform this work. The samples will be collected by BSK staff from our Rancho Cordova office. The six employees at that location perform sample collection and courier service on a routine basis Monday through Friday 7:30 A.M. to 5:30 P.M., as well as provide project management.

Rancho Cordova Bacteriological and Sampling/Courier Services and Project Management:

**3140 Gold Camp Drive Suite 160
Rancho Cordova, CA 95670
(916) 853-9293**

BSK Analytical Laboratories

**1414 Stanislaus Avenue
Fresno, CA 93706
(559) 497-2888**

Rancho Cordova Lab Manager

The Lab Manager, Ms. Brenda Hamilton, is responsible for overseeing the personnel and operations of the laboratory. Ms. Hamilton has over 15 years of experience in lab management. She is responsible for coordinating the resources necessary to meet the needs of the City of Woodland. She will make all reasonable efforts to accommodate customized schedules for special sampling events should they occur. If scheduled in advance, after-hour pick-ups will be negotiated. Ms. Hamilton's contact information is: phone (916) 853-9293 ext 306, email: bhamilton@bskassociates.com.

Rancho Cordova Project Manager

The Project Manager, Ms. Jaime LaFave is responsible for the interactions that assure work is performed and reported in an accurate and timely manner. She will review all submissions from the City of Woodland for correct sampling and shipping criteria, as well as correct bottles and preservatives, and test requests. She will review all final reports for completeness and correctness, as well as the overall quality of the test results. Ms. LaFave's contact information is: phone (916) 853-9293 ext 145, Email address: jlafave@bskassociates.com.

BSK Quality Assurance Manager

The QA Manager, Mr. Michael Ng, is responsible for overseeing the quality assurance and quality control of the laboratory. Mr. Ng has over 30 years of laboratory experience and over five years in quality assurance. He is responsible for ensuring that all analytical methods are performed according to method requirements and accreditations, as well as maintaining the laboratory certifications. He oversees the lab's corrective action program for continuous improvement. Mr. Ng's contact information is: phone (559) 497-2888 ext 124, email: mng@bskassociates.com.



City of Woodland Water Quality Monitoring 2019 Water Quality Lab - BSK Associates							
Date: 11/13/18							
Frequency	Constituents	Sites	Sample Schedule	# of Samples	Unit Cost	Total Cost	Comments
Weekly	Bacteriological & Chlorine Residual	18 Sites: Distribution System - SS 1-16, 23, 26	Mondays - except Holidays then Tuesday	936	\$15	\$14,040	BSK will pick-up and collect samples at no extra cost
Monthly	Bacteriological (Raw Water)	8 Sites: Wells w/Active Status (15S, 16, 22G, 24, 26, 28, 29, 30)	Thursdays - except Holidays then Tuesday, 3rd week of the month	96	\$15	\$1,440	
Quarterly	Nitrate	4 Sites - SS#21, SS#23, Wells 16, 24, 26	3rd Week on Thursdays, except Holidays then Tuesday - March, June, September, December	16	\$15	\$240	
	THMs	8 Sites: SS 1,3,5,7,8,10,13,14	3rd Week on Thursdays, except Holidays then Tuesday - March, June, September, December	32	\$70	\$2,240	
	HAA5s	8 Sites: SS 1,3,5,7,8,10,13,14	3rd Week on Thursdays, except Holidays then Tuesday - March, June, September, December	32	\$100	\$3,200	
Bi-Annual	SOC	10 Sites - Well 15S, 22G, 16, 24, 26, 28,29,30, (All Active Wells) and SS#21, SS#23	3rd Week on Thursdays, except Holidays then Tuesday - September, December	20	\$1,250	\$25,000	
	Conversion Testing	10 Sites - SS 2,3,5,6,7,8,9,12,13,16	3rd Week on Thursdays, except Holidays then Tuesday - March, June	20	\$45	\$900	
	General Water Quality	13 Sites - SS 2, 3, 5, 6, 7, 8, 9, 12, 13, 16, ASR Well 28, 29, 30	3rd Week on Thursdays, except Holidays then Tuesday - March, September	26	\$55	\$1,430	
Annual	Nitrate	11 Sites - Wells 15S, 22G, 28,29, 30, All Standby Wells	3rd Week on Thursdays, except Holidays then Tuesday - September	11	\$15	\$165	
	Chromium VI	16 Sites - Well 15S, 22G, 16, 24, 26, 28,29,30, (All Active Wells) and SS#21, SS#23, All Standby Wells	3rd Week on Thursdays, except Holidays then Tuesday - September	16	\$50	\$800	
	VOC	10 Sites - Well 15S, 22G, 16, 24, 26, 28,29,30, (All Active Wells) and SS#21, SS#23,	3rd Week on Thursdays, except Holidays then Tuesday - September	10	\$85	\$850	
	Nitrite	6 Sites - Well 24, 26, 28, 29, 30, SS#23	3rd Week on Thursdays, except Holidays then Tuesday - September	6	\$10	\$60	
	IOC	6 Sites - 24, 26, 28, 29, 30, SS#23	3rd Week on Thursdays, except Holidays then Tuesday - September	6	\$125	\$750	
	Copper (Cu) & Lead (Pb)	Residential Homes (70 Bottles)	September	70	\$26	\$1,820	
	General Mineral	6 Sites - Well 24, 26, 28, 29, 30, SS#23	3rd Week on Thursdays, except Holidays then Tuesday - September	6	\$150	\$900	
Total				1303		\$53,835	

Note: Wells 28, 29, 30 are ASR wells

City of Woodland ASR Water Quality Monitoring 2019							
Frequency	Constituents	Sites	Sample Schedule	# of Samples	Unit Cost	Total Cost	Comments
Beginning, End, and Monthly during Recovery	ASR List A	3 Sites: Well 28, 29, 30	To Be Determined	15	\$575	\$8,625	
Monthly	ASR List B	5 Sites: Monitoring Well 3C, 4C, 29C, 30C, 30D		60	\$30	\$1,800	City staff collects samples and coordinates delivery with Contractor
Total				75		\$10,425	

City of Woodland Total Water Quality Monitoring 2019			
Frequency	Constituents	# of Samples	Total Cost
Annual	Water Quality	1303	\$53,835
Annual	ASR	75	\$10,425
Total		1378	\$64,260

Inorganics	Secondary	VOC	SOC	Radiological	General Water Quality	General Mineral	Conversion	ASR List A	ASR List B
Aluminum (Al)	Aluminum (Al)	Benzene	Alachlor	Uranium	pH	Bicarbonate	Hardness (as CaCO3)	Arsenic (filtered)	Boron
Antimony (Sb)	Color	Carbon Tetrachloride	Atrazine	Gross Alpha	Alkalinity	Carbonate	Calcium	Arsenic (unfiltered)	Chloride
Arsenic	Copper (Cu)	1,2-Dichlorobenzene	Bentazon	Radium -226	Orthophosphate	Hydroxide Alkalinity	Magnesium	Chromium (total)	
Barium (Ba)	Foaming Agent (MBAS)	1,4-Dichlorobenzene	Benzo (a) pyrene	Radium -228	Calcium	Calcium	Alkalinity	Chromium-6	
Beryllium (Be)	Iron (Fe)	1,1-Dichloroethane	Carbofuran		Conductivity	pH		Fluoride	
Cadmium (Cd)	Manganese (Mn)	1,2-Dichloroethane	Chlordane		Water Temperature	Magnesium		Turbidity	
Chromium (Total Cr)	Methyl tert-butyl ether	1,1-Dichloroethylene	2,4-D			Sodium		Chloride	
Cyanide (CN)	Odor	Cis-1,2-Dichloroethylene	Dalapon			Hardness (as CaCO3)		Iron (total)	
Fluoride (F)	Silver (Ag)	Trans-1,2-Dichloroethylene	1,2-Dibromo-3-chloropropane					Iron (dissolved)	
Mercury (Hg)	Thiobencarb	Dichloromethane	Di(2-ethylhexyl)adipate					Manganese (total)	
Nickel (Ni)	Turbidity	1,2-Dichloropropane	Diethylhexylphthalate					Manganese (dissolved)	
Selenium (Se)	Zinc	1,3-Dichloropropene	Dinoseb					Nitrate	
Thallium (Tl)	TDS	Ethylbenzene	Diquat					Selenium	
Nitrate (N)	Specific Conductance	Monochlorobenzene	Endothall					Sulfate	
Nitrite (N)	Chloride (Cl)	Styrene	Endrin					Total Dissolved Solids	
Total Nitrate/Nitrite (as N)	Sulfate (as SO4)	1,1,2,2-Tetrachloroethane	Ethylene Dibromide					Aluminum	
Perchlorate	Bicarbonate	Tetrachloroethylene	Glyphosate					Ammonia	
	Carbonate	Toluene	Heptachlor					Total Alkalinity	
	Hydroxide Alkalinity	1,2,4-Trichlorobenzene	Heptachlor Epoxide					Total Suspended Solids	
	Calcium (Ca)	1,1,1-Trichloroethane	Hexachlorobenzene					Calcium	
	Magnesium (Mg)	1,1,2-Trichloroethane	Hexachlorocyclopentadiene					Magnesium	
	Sodium (Na)	Trichloroethylene (TCE)	Lindane					Sodium	
	pH	Trichlorofluoromethane	Methoxychlor					Potassium	
	Hardness (as CaCO3)	Vinyl Chloride	Molinate					Total Silica	
		Xylenes (total)	Oxamyl					Total Hardness	
		1,1,2-Trichloro-1,2,2-Trifluoroethane	Pentachlorophenol					Total Phosphate	
		Methyl-tertiary-butyl-ether	Picloram					Total Organic Carbon	
			Polychlorinated Biphenyls					Total Trihalomethanes	
			Simazine					Total Haloacetic Acids	
			Thiobencarb						
			Toxaphene						
			2,3,7,8-TCDD						
			2,4,5-TP (Silvex)						



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.5.
SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for the West Street Water Transmission Main Project (Phase Two), CIP #17-08.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the West Street Transmission Main Project (Phase Two), CIP #17-08.

Staff Contact:

Ed Wisniewski, Associate Civil Engineer – (530) 661-5975, ed.wisniewski@cityofwoodland.org

Fiscal Impact:

The funding for CIP #17-08, West Street Transmission Main Project is included in the Capital Budget approved by City Council on June 20, 2017. The funding source is the Water Enterprise Fund. The project currently has a total budget of \$4,050,300. Approximately, \$2.33 million was spent on the first phase of the project. The Engineer's Estimate for the second phase of this work is approximately \$2,900,000 including construction, construction contingency, inspection, and project management. Phase 1 costs plus the estimated costs for phase 2 bring the total project cost to \$5.3 million. Staff anticipates the second phase plans & specs to be advertised in Mid-December with bid opening and award occurring in Mid-January. After bids are received, the budget will be updated and additional funds transferred from CIP #09-23, Water Main Replacement Project as needed.

There is no impact to the General Fund.

Background:

The City of Woodland water distribution system was originally constructed with water supplied from neighborhood wells and thus there are no larger diameter water mains to convey water to different areas of the City. With the conversion to surface water as the primary source of water for the City, approximately 70% of the City's water supply is through the transmission main along the south side of the City. Infrastructure planning for the surface water project envisioned the transmission main in West Street to provide adequate supply and maintain water quality in the northwest quarter of the City and to the aquifer storage & recovery (ASR) wells located near West Street. The plan was to construct this transmission main with local funding after completion of the surface water project.

The full project includes construction of the transmission main on West Street from the south end of the City to the new water main at the intersection of West Street and Clover Street. The work was planned to be constructed in two phases:

1. South City limit to Southwood Drive was completed in September 2018.
2. Southwood Drive to Clover Street is expected to be completed in Summer 2019.

Discussion:

Work for Phase Two (2019) generally includes the construction of new 12 and 16-inch diameter water

transmission mains from the Southwood Drive (stopping point of phase 1) to Clover Street. Pipeline construction through the intersection of Court & West was completed in Phase 1 ahead of the Court Street roadway replacement project. The pipeline will transition from 16" to 12" near of the intersection of Lincoln Avenue. North of this location the water main will be 12" and have connections to services and intersecting mains. The existing main will be abandoned north of 449 West Street. South of this address, the existing 10-inch water main on West Street is in good condition and will remain in service and laterals will not be connected to the new transmission main. The new 16-inch diameter transmission main has a capacity that is more than twice the capacity of the existing 10-inch diameter main and will provide needed capacity to the northwest quarter of the City and ASR wells. Project specifications will require pipeline construction through the intersection of West & Main Streets be performed as the first order of work to avoid conflict with the West Main Street Roadway Construction Project (CIP 17-16).

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the West Street Transmission Main Project (Phase Two), CIP #17-08.

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer

Brent Meyer, City Engineer

Ken Hiatt, Assistant City Manager/Community Development Director



Paul Navazio
City Manager

Attachments:

1. Resolution
2. CIP 17-08_Phase 1 & 2 Exhibit

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO
APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID
ADVERTISEMENT FOR THE WEST STREET WATER TRANSMISSION MAIN
PROJECT (PHASE TWO), CIP #17-08**

WHEREAS, the City of Woodland wishes to approve the plans and specifications for the West Street Water Transmission Main Project (Phase Two); and

WHEREAS, the City Council wishes to authorize bid advertisement for the West Street Water Transmission Main Project (Phase Two)

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

Section 1. The City Council hereby approves the plans and specifications and authorizes bid advertisement for the West Street Water Transmission Main Project (Phase Two), CIP #17-08.

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

AYES:

NOES:

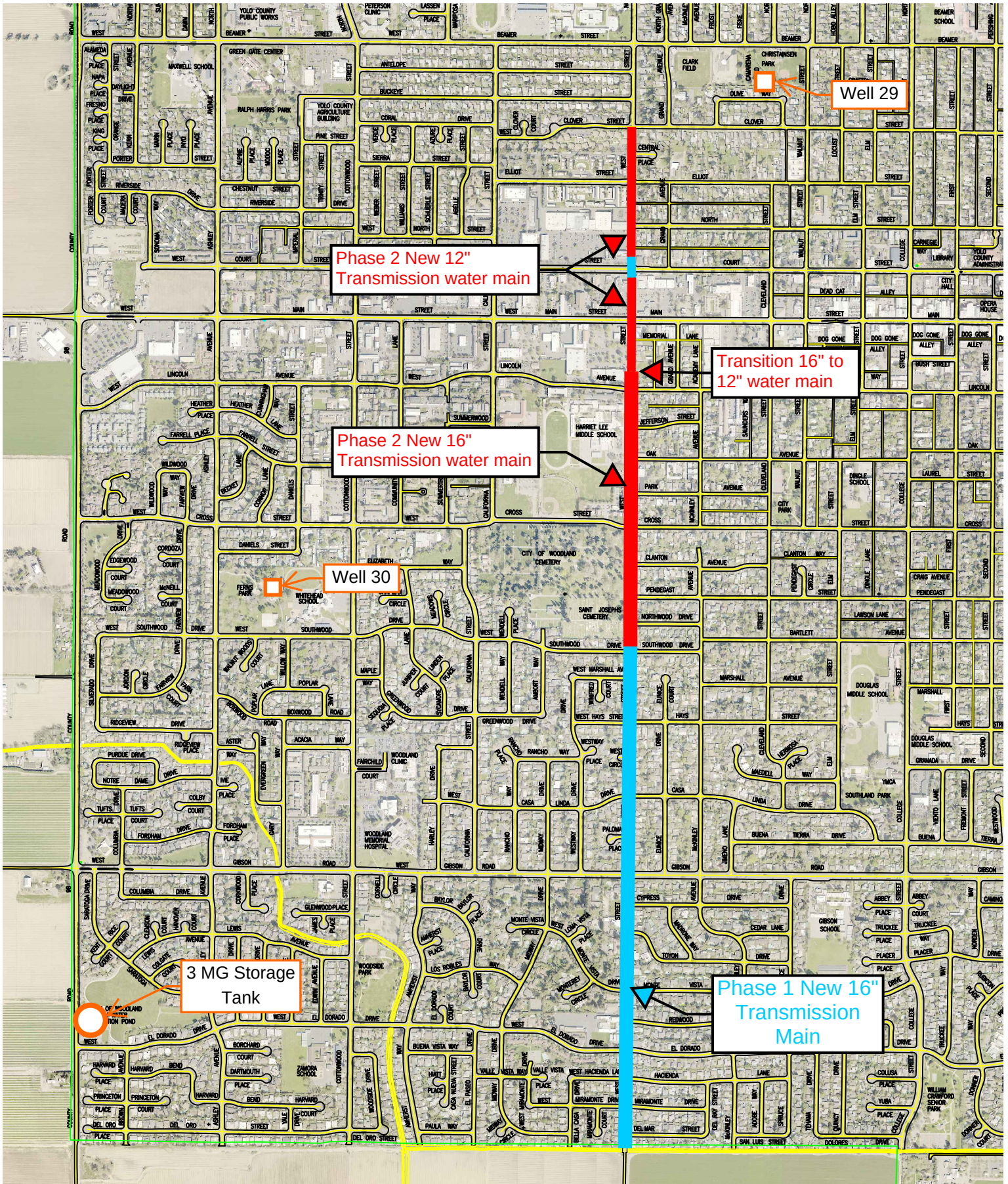
ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.6.
SUBJECT: SUBJECT: Internal Audit of the City of Woodland's Sewer System Management Plan.

Recommendation for Action: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2016 to June 30, 2018.

Staff Contact:

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

Background:

Internal audits of the City's Sewer System Management Plan (SSMP) are required by the State of California, General Waste Discharge Requirements (GWDR) every two years, under Sanitary Sewer Systems Order 2006-0003. The SSMP requires regular monitoring of the program, assessing the effectiveness of related activities, updating the program based on findings, and making the ongoing development of the SSMP available to the public. Public Works and CDD Utility Engineering Division conducts annual performance reviews of the SSMP and combines the results of these reviews every two years to complete the internal audit. This performance review/audit process helps the SSMP document evolve over time to address identified deficiencies in the management, operations, and maintenance of the sewer collection system.

The purpose of the SSMP is to provide a written framework for the management, operations, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service provided to the sewer collection system while minimizing sanitary sewer overflows (SSO).

Discussion:

Below is a summary of the SSMP information for FY 16/17 and FY 17/18. The table below describes the number of SSO events over the past few years.

Fiscal Year	Lateral - SSO	Volume (gal)	Main-line - SSO	Volume (gal)
FY 13/14	26	1,953	1	675
FY 14/15	18	977	0	0
FY 15/16	16	379	0	0
FY 16/17	32	694	0	0
FY17/18	21	444	0	0

Comparing the two-year period of FY16/17-FY17/18 to the previous two-year period of FY14/15-FY15/16: The SSMP program's lateral SSOs have been increased by 56% but spill volumes have been reduced by 16%, indicating the improvement of O&M staff in responding quickly and effectively to overflows. Main-line SSOs are infrequent but can occur occasionally, as one did in FY 13/14 as a result of a construction accident. There were 0 SSO events from main-lines in the last two fiscal years.

The majority of SSO events are associated with stoppages located within lateral connections to the City's main-line system wherein root intrusion is the largest contributor. This is being addressed through a root treatment program and annual lateral lining projects. In the past two fiscal years, staff treated 5,860 feet of pipeline for prevention of root intrusion. Capital improvement and maintenance projects replaced or lined over 4,500 ft of sewer laterals to address structural issues and prevent root intrusion over time. Another significant contributor is grease, which is being addressed through the fats, oils, and grease (FOG) public outreach program.

Once notified, staff response time to a SSO averages less 45 minutes, including after-hours and weekends. Staff response time to SSOs is under 15 minutes during normal hours. Following a stoppage removal, the line is inspected with a closed circuit television (CCTV) to ensure the stoppage has been successfully removed, to identify the cause, and to reveal any potential pipe structural anomalies that may exist. The City's post-stoppage CCTV activities have average follow-up time of less than 1 day to CCTV.

Conclusion:

Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting years of July 1, 2016 to June 30, 2018.

Prepared by: Tim Busch, Principal Utilities Engineer

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



Paul Navazio
City Manager

Attachments:

1. SSMP Audit FY17 and FY18



Sewer System Management Plan Program Audit

City of Woodland FY 2017 & 2018 SSMP Internal Audit

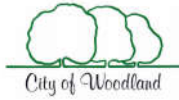
The City of Woodland is currently in compliance with all of the SSMP requirements as described in subsection D.13 of the General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems as described herein.

12/4/2018



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Memorandum

To: Paul Navazio, City Manager
Craig Locke, Director of Public Works

From: Tim Busch, Principal Utilities Civil Engineer

Date: December 4, 2018

Subject: SSMP Program Audit Cover Letter
Two-year SSMP Performance Review of FY 16/17 and FY 17/18

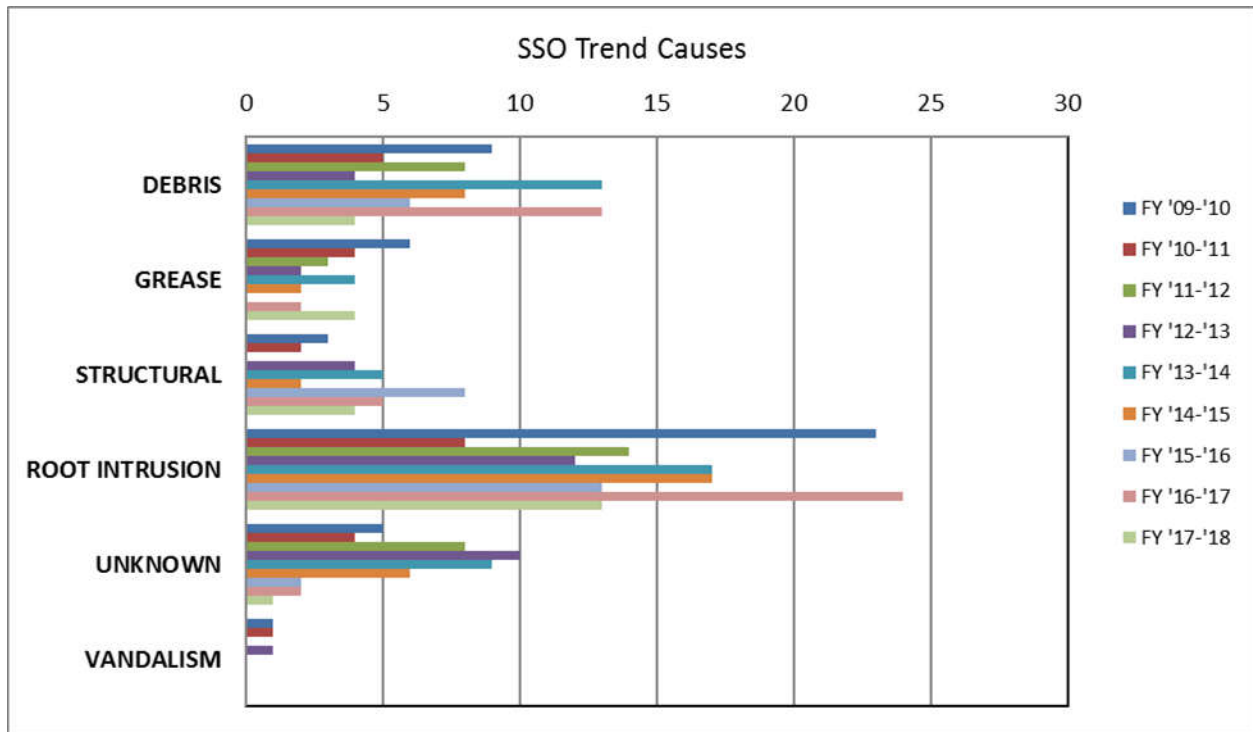
Regulatory Compliance

The City of Woodland is currently in compliance with all of the SSMP requirements as described in subsection D.13 of the General Waste Discharge Requirements (GWDR).

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY 16/17 and 17/18. The purpose of the SSMP is to provide a written framework for the management, operation, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service of the sewer collection system while minimizing sanitary sewer overflows (SSOs). This review is completed as part of the annual audit process described in sections ix and x of the City's SSMP. This process helps the SSMP document to evolve over time to address identified deficiencies in the management, operation, and maintenance of the sewer collection system. This memorandum summarizes the following information:

1. SSO history, describing the number and nature of SSOs over the past nine years.
2. Summary of progress of further development of the SSMP elements which have a plan and schedule for full implementation.
3. Summary of how many SSMP elements were implemented over last year.
4. Effectiveness of the implemented SSMP elements.
5. What SSMP elements are planned to be implemented next year.
6. Description of additions and improvements to the collection system over the last year.
7. Description of the additions and improvements to the collection system planned for the upcoming year.
8. Review of performance indicators and overall summary of the past fiscal year with proposed modifications for implementation in fiscal year 18/19 in areas in need of improvement.



SSO History (SSO Volume in gallons)

FY17-18

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
21	0	444	0

FY16-17

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
32	0	694	0

FY15-16

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
16	0	379	0

FY14-15

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
18	0	977	0

FY13-14

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
26	1	1,953	675

The majority of SSO's are associated with lateral connections to the City System. Overall root intrusion and some debris are being addressed through root treatment program and public outreach. Average SSO response is within 45 minutes of notification including after hours emergencies. A CCTV inspection of the pipes in the area is typically done within 1 day of the reported SSO. Documentation of investigations is available to view on GIS through IT Pipes inspections and Cityworks' work orders. For FY 18/19, the current root intrusion preventative maintenance program will include lining the laterals which will be a cost effective and a more efficient use of staff time in reduction of SSOs in the City.

Progress on development of SSMP elements

The SSMP was reviewed and updated in 2015 as part of the required 5-year revision requirement by the SWRCB which was approved by council June 2015. Key elements that have changed through the amendments of the statewide general waste discharge order for sanitary sewer systems since 2009 are the SSO categories, reporting requirements, and public outreach which were incorporated in the revised SSMP.

The SSMP audit has identified some elements that need refinement in the frequency of data collection and type of data collected for both the utility maintenance workers and management staff. Some elements only need to be collected on an annual basis. Some new data needs to be collected to facilitate data collection for the SSMP and analysis of future needs. The SSMP audit has included a change log that is updated with the details of any changes/revisions to the SSMP's performance indicators based on the current O&M practices, input from key personnel, and any areas that need different methods of data collection.

How SSMP elements were implemented over last two years

The link between CCTV data and the rating system of the sewer system main lines shows on the GIS Utilities map for easy identification of structurally weak mains. The repairs are prioritized, however, not all of these projects are scheduled because current rates will not support them. A sewer rate study is expected to be completed by early 2019 to cover FY19 – FY24. The rate study is planned to incorporate approximately \$14.0M in the 5 year CIP plan for sewer and lateral repair/replacement.

A number of sewer mainline repairs were done the last 2 fiscal years because of problems identified through the CCTV program. The number of repairs completed greatly exceeds the number of repairs associated with SSO's. The majority of SSO's are associated with lateral connections to the City System. The problems are dominated by roots and Orangeburg pipeline failures. The City began a root treatment program several years ago and created CIP #14-03 Orangeburg Lateral Replacement Project.

Effectiveness of the implemented SSMP elements

The CCTV program continues to find problems in main lines before a SSO occurs. The Operations crew keeps the Engineering department informed of pipeline failures, causes, and repairs. The Engineering department follows the City's purchasing policy to contract repair work that exceeds the operations crew's ability to perform. While the documentation and communication elements of the SSMP were not

fully implemented due to inadequate staffing, the use of Cityworks and other software has helped in documenting the efforts of staff to meet the intent of the SSMP in reducing SSO's in the City.

What SSMP elements are planned to be implemented next year

Review and update standards to incorporate current materials and practices. Evaluation and assignment of necessary sewer repairs and replacement based on the CCTV inspection through the CACIP module to bundle CIP work will be a priority in FY19. Prioritize and execute repairs to both sewer and lateral lines as budget allows. Continue to collect and analyze the sewer flow data in the trunk sewers to calibrate the sewer model.

Description of additions and improvements to the collection system over the last two years

The major accomplishments in CIP implementation of the FY 16/17 and FY17/18 included:

- 2016 Annual Water and Sewer Replacement project (CIP 15-22), work included replacement and/or lining of 3,300 feet of sewer laterals.
- Harter Avenue Sewer Rehabilitation Project which included sections of sewer replacement, sewer lining and lateral replacement between Kentucky Street and Beamer Street.
- Beamer Trunk Sewer Lining Project (CIP 16-11), work included slip lining of 1,280 feet of large diameter sewer mains.

The sewer crews did 2 spot repairs/replacements of sewer gravity mains and 1 manhole repair in Fiscal Years 16/17 and FY 17/18 based on CCTV inspections, which found structural failures in the mains and manhole. The sewer crew replaced 23 laterals due to structural issues found after inspecting the lateral connection. The Crews cleaned over 293,000 feet of sewer in FY 16/17 and CCTV'd over 273,000 feet of the sewer system. In FY 17/18 crews cleaned over 342,000 feet of sewer and CCTV'd over 162,000 feet of the sewer system.

In 2017, 48 laterals (about 1,200 ft) were lined on Molly Ave, Betty Ave, and Henderson Way. The 2018 Sewer Lateral Lining Project lined 56 laterals on Schuerle St, Weber St, and Williams St, for a total of about 1,360 feet.

Description of the additions and improvements to the collection system planned for the upcoming year

Major collection system rehabilitation projects planned for FY 18/19 include:

- Lining of sewer trunk line along Beamer St near CR102.
- Spot repair of sewer trunk line on Beamer Street east of I-5.
- Lining of 160 sewer laterals along several streets
- Rehabilitation of several segments of Gibson Road sewer main, including both lining and open cut replacement of sewer lines with PVC SDR 26
- Spot repairs of the gravity sewer main at two locations on Main Street.
- Replacement of 375 lineal feet of gravity sewer main along Dog Gone Alley east of College St.
- 2019 Annual Water and Sewer Replacement Project, 6th Street and Archer Streets between CR24 and Gibson Street – the sewer work in this area is being evaluated.

The flow monitors have been collecting wet and dry weather flow data for continued model calibration and system observation.

Review of Performance

Attached to this memorandum are performance indicator assessment sheets, which summarize the collection of specific data, intended to provide a basis by which performance in various areas related to the management and operation of the sewer collection system are measured. A responsible person is assigned to each performance indicator assessment sheet. Each quarter, each responsible person collects the data related to their assigned performance indicator assessment sheet and provides an interim rating of the City's performance. At the end of the one year auditing period, final assessments, and recommendations for performance improvement are made. This process is described in section ix of the City's SSMP. Attached is a summary of the performance indicators tracked by the City and performance in each area with explanation of why goals were not met and actions taken or to be taken in the next FY for future performance improvements and modifications to the SSMP. Overall, the 65 performance indicators had only 11 below goal PI's in FY 17/18, an improvement over last FY's 12 below goal performance indicators. The main issues with not meeting performance indicator goals were generally due to lack of staffing, non-communication with staff on tracking for the SSMP, and a backlog of CCTV inspection for evaluation and assignment in the CACIP module. These are all addressed in the summary spreadsheet and FY 18/19 audit should see a marked decrease in below goals.

Attachments:

- Performance Indicator Assessment Sheets (48 PI forms)
- Summary of Performance Indicator Spreadsheet FY 16/17 and FY17/18

City of Woodland SSMP Performance Indicator Summary FY 17/18				
	Performance Indicator	Ratings FY 17/18	Reason	Action taken
Audits				
Audits	Bi-annual Council Presentation	Good		
Audits	Review of SSMP audits	Good		
CCTV				
CCTV	Feet inspected with CCTV / year	Acceptable		
CCTV	Pipe segments inspected / year	Excellent		
CCTV	Footage inspected / 16 work hours	Below Goal	Extensive breakdown/staffing issues. 521 hours of CCTV down due to breakdown. 2,675 hours due to staffing.	Purchase new CCTV van and equipment. Maintain full staffing levels.
CCTV	% of CCTV surveyors with a 4 or 5 structural grading	Below Goal	143 out of 380 surveys had a 4 or 5 grade	CIP Projects to rehabilitate mains with structural issues.
CMMS&GIS				
CMMS&GIS	% population of key GIS attribute fields for gravity sewer mains	Below Goal	Key attributes are missing from GIS	set aside time to gather and enter information
CMMS&GIS	% population of key GIS attribute fields for sewer manholes	Below Goal	Key attributes are missing from GIS	set aside time to gather and enter information
CMMS&GIS	Year-to-date % of CityWorks work orders that have been closed-out	Acceptable	85% closed out by end of year	
Codes & Ordinances				
Codes & Ordinances	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	Good		
Codes & Ordinances	Time since last actual update to Ordinances/Codes based on sewer-specific issues	Good		
Communication Program				
Communication Program	% of Updated Public Documentation	Excellent		Upload Audit files to website upon completion.
Communication Program	# of Public Comment Email Responses	N/A		
Communication Program	% Public Comment Emails Responded To	Excellent		
Employee Recognition				
Employee Recognition	Time since last awards/letters distribution: Operation & Maintenance staff	Excellent		
FOG Control				
FOG Control	Time since last coordination meeting with Environmental Compliance and O&M staff	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	Formal quarterly meetings scheduled on calendar.
FOG Control	% reduction of FOG-related SSOs compared to previous year	Acceptable	Only 1 FOG-related SSO	
FOG Control	Annual # of FOG control public education events	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	hire new Environmental Compliance Manager. Ensure compliance with PI.
FOG Control	% completed of PPP Permit inspections	Below Goal	Environmental Compliance Manager resigned and hasn't been replaced	hire new Environmental Compliance Manager. Ensure compliance with PI.
HVVC				
HVVC	Feet cleaned / year	Excellent		
HVVC	Pipe segments cleaned / year	Excellent		
HVVC	Footage cleaned / 16 work hours	Excellent		
HVVC	% Pipe segments pre-cleaned prior to CCTV inspection	Excellent		
Mapping				
Mapping	Average time for redline updates	Excellent	Yearly average time was 5 days	
Mapping	% of sites GPS'd from CIP Sewer R&R in construction	Excellent		
Mapping	% of new development sites GPS'd	Excellent		
O&M Budget				
O&M Budget	Funding provided for O&M budget	Good		
O&M Budget	O&M operation cost	Good		
PM Effectiveness				

PM Effectiveness	% of work orders that are emergencies	Excellent		
PM Effectiveness	% of Labor and Material Costs that is Emergency	Acceptable		
PM Effectiveness	% of Labor and Material Costs that is Emergency Work on Private Laterals	Excellent		
PM Frequencies				
PM Frequencies	% Completion of closed-out work orders vs. expected preventative maintenance work orders	Good		
PM Frequencies	Frequency of thorough lift station inspection / maintenance	Acceptable		
R&R Funds				
R&R Funds	Annual R/R funding provided as % of sewer system value	Excellent		
R&R Funds	Annual funding provided for R/R program vs. CA&CIP cost projections	Good		Scheduled formal meeting to evaluate CA&CIP with Principal Engineer and Sewer Collections officer for future sewer R&R prioritization.
R&R Program				
R&R Program	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	Below Goal	Engineering position dealing with SSMP had a 6 month gap in employment	City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	% of assets with risk ratings of 4 or 5 that have CIP “actions” assigned or O&M repairs assigned	Below Goal	Engineering position dealing with SSMP had a 6 month gap in employment	City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	% of scheduled CIPs designed or in construction	Below Goal	Engineering position dealing with SSMP had a 6 month gap in employment	City hired new engineering assistant to stay up to date on CA&CIP management.
R&R Program	# of line failures per 100 miles of pipe	Excellent		
Replacement Parts				
Replacement Parts	Frequency of Fleet equipment and replacement part inventory review	Excellent	Monitoring of vehicles occurs on a real time basis using FASTER Fleet.	
Replacement Parts	Frequency of pipeline / manhole equipment and replacement part inventory review	Excellent		
Replacement Parts	Frequency of lift station equipment and replacement part inventory review	Acceptable		
Root Treatment				
Root Treatment	Footage of laterals treated for root intrusion/year	Acceptable		
Root Treatment	Average footage of laterals treated/quarter	Acceptable		
Root Treatment	% reduction in of root related SSOs compared to previous year	Excellent	50% reduction from last year	
SECAP				
SECAP	Ratio of peak WWF to peak DWF	Good		
SECAP	Time since last hydraulic model update	Acceptable		Model update is currently underway in Fall 2018.
Service Requests				
Service Requests	Response time for urgent calls	Excellent		
Service Requests	Response time for routine calls	Excellent		
Service Requests	Average # of service calls / 100 miles of pipe	Excellent		
SSO Mitigation				
SSO Mitigation	% captured of SSO (flat, 1-5%)	Excellent	100% captured.	
SSO Mitigation	Average time to investigate SSO with CCTV, when CCTV'd	Excellent	All public SSOs were TV'd within a day.	
SSO Mitigation	% of SSO events investigated with CCTV	Excellent	92% of SSO events were followed up with CCTV. 100% of public SSO events were followed up with CCTV.	
SSO Prevention				
SSO Prevention	# of SSOs / 100 miles / year	Excellent	0 SSOs from gravity mains	
SSO Prevention	% reduction of SSOs from previous year	Excellent	43.5% reduction	

SSO Prevention	# of repeat SSOs / 5 years	Below Goal	A single repeat SSO within 5 years is considered below goal	
SSO Prevention	% of repeat SSOs followed by mitigation	Excellent	100% are followed up with mitigation	
SSO Response				
SSO Response	SSO response time during normal hours	Excellent	< 15 min average response time for the year	
SSO Response	SSO response time after normal hours	Good	30 - 45 min yearly average respons time	
Staffing				
Staffing	% of vacant positions	Excellent	13 out of 13 positions were filled in the sewer group. 0% vacant staff.	
Standards Update				
Standards Update	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	Acceptable		
Standards Update	Time since last actual update to design standards based on sewer-specific issues	Acceptable		
Training				
Training	Frequency of tabletop / tailgate training	Acceptable		
Training	Frequency of field / equipment training	Acceptable		
Training	Frequency of SSO response training	Good		

City of Woodland SSMP Performance Indicator Summary FY 16/17				
	Performance Indicator	Ratings FY 16/17	Reason	Action taken
Audits				
Audits	Bi-annual Council Presentation	Good		
Audits	Review of SSMP audits	Good		
CCTV				
CCTV	Feet inspected with CCTV / year	Excellent	20% of the sewer system	
CCTV	Pipe segments inspected / year	Excellent		
CCTV	Footage inspected / 16 work hours	Below Goal	1,496 feet inspected / 16 work hours. City Crew is required to CCTV storm for 3 months of the year.	Change work hours to remove Storm (3 months) from the performance indicator that's 1,496 ft./11 hours
CCTV	% of CCTV surveyys with a 4 or 5 structural grading	Good		
CMMS&GIS				
CMMS&GIS	% population of key GIS attribute fields for gravity sewer mains	Below Goal	UpstreamInvert and DownstreamInvert < 50%	GIS fixed IT Pipes model to allow for SGM to update invert
CMMS&GIS	% population of key GIS attribute fields for sewer manholes	Below Goal	InstallDate, Condition, ConditionDate, and BarrelMaterial < 50%	New sewer tablet will have key attribute fields to determine the manhole info during CCTV inspections
CMMS&GIS	Year-to-date % of CityWorks work orders that have been closed-out	Good		
Codes & Ordinances				
Codes & Ordinances	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	Good		
Codes & Ordinances	Time since last actual update to Ordinances/Codes based on sewer-specific issues	Good		
Communication Program				
Communication Program	% of Updated Public Documentation	Excellent	SSMP (2015 Revision) and Audit files (FY15/16) online links working.	
Communication Program	# of Public Comment Email Responses	N/A		
Communication Program	% Public Comment Emails Responded To	Excellent		
Employee Recognition				
Employee Recognition	Time since last awards/letters distribution: Operation & Maintenance staff	Good/Excellent	Total of 7 letters of acknowledgement received by O&M Staff: average of 1 letter every two months.	
FOG Control				
FOG Control	Time since last coordination meeting with Environmental Compliance and O&M staff	Below Goal	Met once in FY	Mark S. will continue to set-up meetings - change PI to 6 mo. Excellent, then every 6 months for the next rating
FOG Control	% reduction of FOG-related SSOs compared to previous year	Excellent		
FOG Control	Annual # of FOG control public education events	Excellent		
FOG Control	% completed of PPP Permit inspections	Excellent		
HVVC				
HVVC	Feet cleaned / year	Good		
HVVC	Pipe segments cleaned / year	Excellent		
HVVC	Footage cleaned / 16 work hours	Excellent		
HVVC	% Pipe segments pre-cleaned prior to CCTV inspection	Excellent		
Mapping				
Mapping	Average time for redline updates	Excellent		
Mapping	% of sites GPS'd from CIP Sewer R&R in construction	Excellent		
Mapping	% of new development sites GPS'd	Excellent		

O&M Budget				
O&M Budget	Funding provided for O&M budget	Good		
O&M Budget	O&M operation cost	Good		
PM Effectiveness				
PM Effectiveness	% of work orders that are emergencies	Excellent		
PM Effectiveness	% of Labor and Material Costs that is Emergency Work on Private Laterals	Excellent		
PM Effectiveness	% of Labor and Material Costs that is Emergency	Acceptable	29% of work order costs were emergency work	Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes.
PM Frequencies				
PM Frequencies	% Completion of closed-out work orders vs. expected preventative maintenance work orders	Good		Determine eventual use of preventative maintenance CityWorks work orders
PM Frequencies	Frequency of thorough lift station inspection / maintenance	Acceptable		Work with electrical to determine documentation.
R&R Funds				
R&R Funds	Annual R/R funding provided as % of sewer system value	Excellent		
R&R Funds	Annual funding provided for R/R program vs. CA&CIP cost projections	Good		
R&R Program				
R&R Program	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	Below Goal	115 assets evaluated out of 319 assets	Set aside staff time to evaluate and prioritize sewer rehabilitation projects.
R&R Program	% of assets with risk ratings of 4 or 5 that have CIP “actions” assigned or O&M repairs assigned	Acceptable	93 placed in CIP actions out of 121 assets assigned action	Set aside staff time to evaluate and prioritize sewer rehabilitation projects.
R&R Program	# of line failures per 100 miles of pipe	Below Goal	5 Structural Failures and emergencies per 100 miles of pipe	Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project
R&R Program	% of scheduled CIPs designed or in construction	Below Goal	48% of CIPs in design or construction	Need additional engineer to get sewer projects into construction.
Replacement Parts				
Replacement Parts	Frequency of lift station equipment and replacement part inventory review	Acceptable	Inventory conducted semi-annually, with parts ordered as soon as repair or replacement is completed.	Determine necessary documentation.
Replacement Parts	Frequency of Fleet equipment and replacement part inventory review	Excellent		Determine necessary documentation. Fleet work on HVVC & CCTV versus sending out for repairs - downtime?
Replacement Parts	Frequency of pipeline / manhole equipment and replacement part inventory review	Excellent		Determine necessary documentation.
Root Treatment				
Root Treatment	% reduction in of root related SSOs compared to previous year	Below Goal	-46%: 19 SSOs attributed to root intrusion this FY. 13 SSOs last FY.	
Root Treatment	Footage of laterals treated for root intrusion/year	Below Goal	3,978 ft of sewer laterals treated for root intrusion.	Lining laterals is part of root treatment
Root Treatment	Average footage of laterals treated/quarter	Below Goal	995 ft of sewer laterals treated per fiscal quarter.	Need at least two sewer lateral lining projects per year to meet goal
SECAP				
SECAP	Ratio of peak WWF to peak DWF	Excellent		
SECAP	Time since last hydraulic model update	Below Goal	36 months	Have utilities engineering department update and run model.
Service Requests				
Service Requests	Response time for urgent calls	Acceptable	Average response time for an urgent call is 11 hours.	
Service Requests	Response time for routine calls	Good		

Service Requests	Average # of service calls / 100 miles of pipe	Excellent		
SSO Mitigation				
SSO Mitigation	% captured of SSO (flat, 1-5%)	Excellent		
SSO Mitigation	Average time to investigate SSO with CCTV, when CCTV'd	Excellent		
SSO Mitigation	% of SSO events investigated with CCTV	Excellent	96% of SSO's were followed by a CCTV inspection	
SSO Prevention				
SSO Prevention	# of repeat SSOs / 5 years	Below Goal	6 repeat SSO's in the past 5 Fys	Review SGMs connected to repeat SSO's, map repeat SSOs, and review CCTV for main and laterals
SSO Prevention	# of SSOs / 100 miles / year	Excellent		
SSO Prevention	% reduction of SSOs from previous year	Excellent		
SSO Prevention	% of repeat SSOs followed by mitigation	Good	83%: 5 out of 6 SSO's had clear follow-ups	Prioritize future repeat SSO locations for R&R work. Need more staff to be able to line or replace SSL to avoid furture SSOs.
SSO Response				
SSO Response	SSO response time during normal hours	Excellent		
SSO Response	SSO response time after normal hours	Excellent	Average response time is 25 minutes.	
Staffing				
Staffing	% of vacant positions	Good/Acceptable	13 out of 14 positions were filled in the sewer group. 7% vacant staff.	
Standards Update				
Standards Update	Time since last actual update to design standards based on sewer-specific issues	Good		
Standards Update	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	Good		
Training				
Training	Frequency of tabletop / tailgate training	Acceptable	Approximately bi-weekly: 29 total	Review PI to determine necessary frequencies of both field equipment and tailgate training, and possible overlap.
Training	Frequency of field / equipment training	Good	Approximately bi-monthly: 10 total	
Training	Frequency of SSO response training	Acceptable	Approximately quarterly: 4 total	

Goal:	SSMP Audits and Updates				
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs.					
PIs and Data Collection Methods:					
1. <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i> Data Collection Method: Keep track manually.					
2. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i> Data Collection Method: Keep track manually. A file of all peer reviews should be kept.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Bi-annual Council presentation	No	-	Yes	-
2	Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 17/18	Goal	1	2	
	Value	Yes	1-2 year	
Annual Performance Assessment / Recommendations for Updates				
FY 17/18 Ratings: 1. Good – Presented FY 14/15 and FY 15/16 on 10/18/2016. 2. Good – SSMP Audit Review in September 2017 for FY 16/17. SSMP Audit Review in November 2018 for FY 17/18. Recommendation #1: None. Recommendation #2: Assistant Engineer position was unfilled for 6 months. Now filled, complete faster.				

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

Goal:		Closed Circuit Television (CCTV) Inspections			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs):		CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.			
PIs and Data Collection Methods:		<i>The total footage of the collection system inspected per year with CCTV.</i> Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production. <i>The total number of pipe segments inspected with CCTV per year.</i> Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production. <i>The average footage inspected per 16 hours of work (one full day for a crew of 2).</i> Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production. <i>The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.</i> Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2	Pipe segments inspected / year	< 400	400-600	600-800	> 800
3	Footage inspected / 16 work hours	< 1500	1500-1600	1600-2000	> 2000
4	% CCTV Surveys with a 4 or a 5 structural grading	> 30%	20-30%	10-20%	< 10%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 17/18	Goal	1	2	3	4	4. 143 surveys /380 total CCTV'd assets
	Value	162,487	2,239	1,266	38%	
Annual Performance Assessment / Recommendations for Updates						
FY 17/18 Ratings: Acceptable – 162,487 feet inspected Excellent – 2,239 pipe segments inspected Below Goal – 1,266 feet inspected / 16 work hours Below Goal – 38% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	11/1/18

Goal: Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)

Responsible Person (RP):
GIS Analyst

Description of Performance Indicator(s) (PIs):

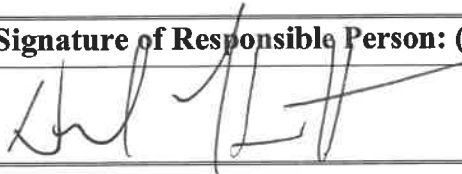
The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner.

PIs and Data Collection Methods:

1. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.*
Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate
2. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.*
Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth
3. *Percentage of year-to-date CityWorks work orders that are closed*
Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	3. 215 of 287 closed/completed or 75%
	Value	70%	46%	75%	
2 nd Qtr	Goal	1	2	3	3. 215 of 284 closed/completed or 76%
	Value	71%	59%	76%	
3 rd Qtr	Goal	1	2	3	3. 330 of 438 closed/completed or 75%
	Value	71%	59%	75%	
4 th Qtr	Goal	1	2	3	3. 376 of 471 closed/completed or 80% Report for entire year: 1,314 out of 1,5423 closed/completed or 85%
	Value	71%	59%	80%	
Annual Performance Assessment / Recommendations for Updates					
FY 17/18 Ratings: Below Goal – 71% Below Goal – 56% Acceptable – 1,314 out of 1,543 closed or 85% for FY 17/18. Recommendation #1: Determine how inverts can be populated into the gravity main to increase asset attributes. Recommendation #2: Populate barrel material, install date, and condition of sewer manholes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	11.2.18

Goal:**Maintaining Codes and Ordinances****Responsible Person (RP):**

Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This effort involves keeping a list of recommended updates to the codes and ordinances, which is reviewed by all parties with responsibility over the collection system and updated on a consistent basis.

PIs and Data Collection Methods:

1. *The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.*

Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.

2. *The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.*

Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss Ordinance/Code updates based on sewer-specific issues	> 5 Years	2-5 years	1-2 years	< 1 year
2	Time since last actual update to Ordinances/Codes based on sewer-specific issues	> 20 Years	10-20 years	5-10 years	< 5 years

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
	Goal	1	2	
FY 17/18	Value	~2 yr	5-10 yrs	2. Last updated on 1/15/13, 1546 section 19-1-1

Annual Performance Assessment / Recommendations for Updates**FY 17/18 Ratings:**

1. **Good** – approximately 2 years ago
2. **Good** – Last change to Ordinances/Codes was over 5 years ago

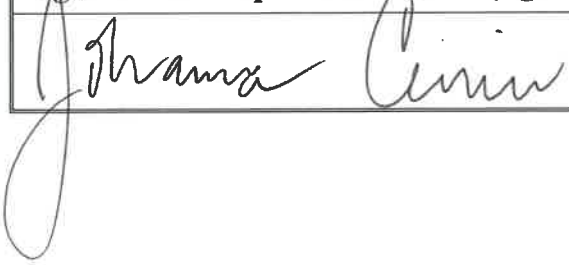
Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)**Date:***11/13/18*

Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP. PIs and Data Collection Methods: <i>The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.</i> Data Collection Method: Review links quarterly. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
2	# of Public Comment Email Responses	N/A	N/A	N/A	N/A
3	% Public Comment Emails Responded To	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 17/18	Goal	1	2	3	2. Total of 3 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 3 were responded to
	Value	100%	N/A	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 17/18 Ratings: Excellent – SSMP (2015 Revision) and Audit files (FY15/16) online links working. N/A – 3 emails received. Excellent – 3 out of 3 emails were responded to in an appropriate amount of time. Recommendation #1: Upload the Audit files (FY17/18) upon completion and verify links on website. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

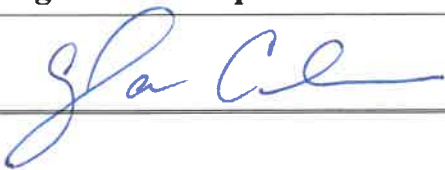
Goal:	Employee Recognition				
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.					
PIs and Data Collection Methods: 1. <i>The frequency with which awards are distributed to O&M staff</i> Data Collection Method: Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last awards distribution: Operation & Maintenance staff	< 6 months	6 months	1 Quarter	1 month

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
1 st Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	0	
2 nd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
3 rd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	3	
4 th Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
Annual Performance Assessment / Recommendations for Updates			
FY 17/18 Ratings: 1. Excellent – Total of 15 letters of acknowledgement received by O&M Staff. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	11/1/18

Goal:		Fats, Oils, and Grease (FOG) Control Program			
Responsible Person (RP): Environmental Compliance Inspector					
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts to operate an effective and efficient FOG control program.					
PIs and Data Collection Methods:					
1. <i>The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.</i>					
Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.					
2. <i>The percentage of Pollution Prevention Program (PPP) permit holder inspections completed per quarter.</i>					
Data Collection Method: Keep track manually using total number of PPP permit holders and number of inspection forms.					
[Note: when PPP program managed through CityWorks, a query can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]					
3. <i>The number of public education outreach events conducted per year.</i>					
Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.					
4. <i>Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.</i>					
Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% completed of PPP permits inspections	<90%	90-95%	95-100%	100%
3	Annual # of FOG control public education events	< 200	200-300	300-400	> 400
4	Time since last coordination meeting with Environmental Compliance and O&M staff	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
1 st Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 50%, ARBs – 61%.
	Value	0%	100%	110	0 mo	
2 nd Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 37%, ARBs – 25%.
	Value	0%	100%	120	1 mo	
3 rd Qtr	Goal	1	2	3	4	1. One incident this Qtr, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 33%, ARBs – 21%.
	Value	0%	100%	100	4 mo	
4 th Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 31%, ARBs – 13%.
	Value	0%	100%	110	7 mo	
Annual Performance Assessment / Recommendations for Updates						
FY 17/18 Ratings:						
1. Acceptable – 1 incident this year, 0 incidents last year. 0% reduction, but only 1 incident is acceptable. It’s impossible to get a % reduction from 0. 2. Below Goal – 34% of all PPP permit holders inspected every quarter. 3. Below Goal – Total of 39 outreach events conducted, generally information handed out at site visits. 4. Below Goal – Met once this FY, over 6 months ago.						
Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: quarterly for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs). Recommendation #1: None. Recommendation #2: Adjust the Rating criteria to reflect actual targets (50%); do more inspections. Recommendation #3: Contrast how this PI has been evaluated in the past and develop criteria. Recommendation #4: Reassign Alex Truitt to schedule coordination meetings with Environmental Compliance and O&M staff.						

Signature of Responsible Person: (sign after annual review)	Date:
	11/2/18

Goal:**High Velocity Vacuum Cleaning (HVVC)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.

PIs and Data Collection Methods:

1. *The total footage of the collection system cleaned per year with HVVC.*

Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.

2. *The total number of pipe segments cleaned with HVVC per year.*

Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.

3. *The average footage cleaned per 16 hours of work (one full day for a crew of 2).*

Data Collection Method: Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.

4. *The percentage of CCTV inspections that were conducted where pre-cleaning was completed.*

Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 210,000	210,000-240,000	240,000-300,000	> 300,000
2	Pipe segments cleaned / year	< 700	700-900	900-1000	> 1000
3	Footage cleaned / 16 work hours	<1800	1800-2300	2300-2500	> 2500
4	% Pipe segments pre-cleaned prior to CCTV inspection	< 70%	70-80%	80-90%	> 90%

Periodic Performance Tracking

Date	Measured Value					Performance Assessment Comments
FY 17-18	Goal	1	2	3	4	
	Value	342,271	1,238	3,493	93%	

Annual Performance Assessment / Recommendations for Updates**FY 17-18 Ratings:**

1. **Excellent** – 342,271 ft cleaned per year with HVVC.
2. **Excellent** – 1,238 segments cleaned with HVVC per year.
3. **Excellent** – 3,493 feet cleaned per unit.
4. **Excellent** – 93% of sewer main segments are pre-cleaned prior to CCTV.

Recommendation #1: Review rating divisions to increase expectations.

Recommendation #2: None.

Recommendation #3: None.

Recommendation #4: None.

Signature of Responsible Person: (sign when complete)**Date:**

11/1/18

Goal: System Mapping**Responsible Person (RP):**

GIS Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to provide up-to-date maps of assets in the collection systems and other applicable facilities (i.e., stormwater facilities, waterways, etc.). This effort involves completing map change requests in a timely fashion. Map change requests come from three sources; namely, 1) variations observed in the field, 2) changes from rehabilitation or replacement, and 3) additional assets from new development.

PIs and Data Collection Methods:

1. *The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.*

Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report.

2. *The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps*

Data Collection Method: Use the Tyler Eden Project Module under Sewer CIP to determine the number of rehabilitation and/or replacement projects in construction through crystal report. Determine the number of GPS sites visited that were/are currently in construction.

3. *The % of new development sites that have been GPS'd*

Data Collection Method: Track new developments under current construction, manually. Check these areas of new developments for availability of sewer data in GIS and determine the percentage of subdivision sites that have been GPS'd.

[note: spreadsheet of new developments available through Miguel Chavez.]

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Average time for redline updates	> 12 days	10-12 days	8-9 days	< 7 days
2	% of sites GPS'd from CIP Sewer R&R in construction	< 25%	25-70%	70-100%	100%
3	% of new development sites GPS'd	< 50 %	50-85%	85-100%	100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1			
	Value	8 days			
2 nd Qtr	Goal	1			
	Value	2 days			
3 rd Qtr	Goal	1			
	Value	6 days			
4 th Qtr	Goal	1	2	3	2. 4 out of 4 sites were GPS'd from CIP Sewer R&R in construction. 3. All areas of new development/R&R locations with sewer involvement have been GPS'd.
	Value	4 days	100%	100%	

Annual Performance Assessment / Recommendations for Updates

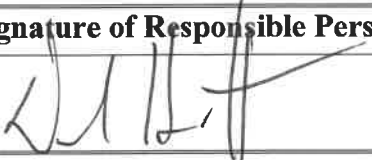
FY 17/18 Ratings:

1. **Excellent** – Year end average is 5 days.
2. **Excellent** – 100% of R&R sites listed as CIP Projects have GIS data on sewer infrastructure.
3. **Excellent** – 100% of new development sites have GIS data on sewer infrastructure.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	11.2.18

Goal:		Operation and Maintenance Budgeting			
Responsible Person (RP):					
Finance Officer		Kim McKinney			
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts to sufficiently provide and utilize funds to effectively operate and maintain the collection system.					
PIs and Data Collection Methods:					
1. <i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]					
2. <i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Funding provided for O&M budget	< \$1/ft/year	\$1-\$2/ft/year	\$2-\$3/ft/year	> \$3/ft/year
2	O&M operation cost	> 100% budget	95-100% of budget	<95% of budget	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 17/18	Goal	1	2	1. Good – \$2,604,465 / 1,048,612 ft of sewer pipe = \$2.48/ ft 2. Good –\$2,428,880 / 1,048,612 ft of sewer pipe = \$2.32 per foot (93% of budget)
	Value	\$2.48/ft	93%	
Annual Performance Assessment / Recommendations for Updates				
FY 17/18 Ratings: 1. Good – \$2.48/ft. 2. Good – Within budget. (93%) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

Goal:**Preventative Maintenance Effectiveness****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effectiveness of the preventative maintenance program in limiting time and expenses required to respond to emergency calls and failures of the sanitary sewer system.

PIs and Data Collection Methods:

1. *The percentage of work orders that are emergency.*

Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).

2. *The percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work.*

Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).

3. *The percentage of accountable labor and material costs that are attributed to emergency work on private laterals.*

Data Collection Method: Determine the total year-to-date work order costs (labor and materials) for all “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) work orders associated with sewer laterals from the central crystal report. Determine the percentage of the total year-to-date work order costs (also from central crystal report) associated with the sewer collection system these “lateral emergency” work orders represent.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of work orders that are emergencies	> 40%	30-40%	20-30%	< 20%
2	% of Labor and Material Costs that is Emergency Work	> 30%	20-30%	10-20%	0-10%
3	% of Labor and Material Costs that is Emergency Work on Private Laterals	> 20%	10-20%	5-10%	0-5%

Periodic Performance Tracking

Date	Measured Value				Performance Assessment Comments
FY 17/18	Goal	1	2	3	1. 229 out of 1,478 WOs
	Value	15%	23%	2.1%	2. \$189,067.09 out of \$829,253.58 3. \$8,025.32 out of \$829,253.58

Annual Performance Assessment / Recommendations for Updates

FY 17/18 Ratings:

1. **Excellent** – 15%
2. **Acceptable** – 23%
3. **Excellent** - 1%

Recommendation #1: None.

Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)

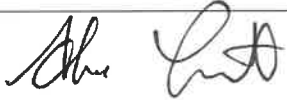
Date:



11/1/18

Goal:		Frequency of Preventative Maintenance (PM) Activities			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management.					
PIs and Data Collection Methods:					
1. <i>Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.</i> Data Collection Method: Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files).					
2. <i>Frequency of thorough electrical and mechanical inspections of lift stations.</i> Data Collection Method: Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a query can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% Completion of closed-out work orders vs. expected preventative maintenance work orders	< 75%	75-85%	85-95%	95-100%
2	Frequency of thorough lift station inspection / maintenance	> Biannually	Every 4-6 months	Every 3-4 months	< Quarterly

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 17/18	Goal	1	2	
	Value	91%	Every 4-6 Months	1. 102 closed PM WOs vs. 112 expected closed WOs 2. Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station.
Annual Performance Assessment / Recommendations for Updates				
FY 17/18 Ratings: Good – 91% closed out work orders vs. expected PM work orders. Acceptable – Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station. Recommendation #1: Determine the eventual use of preventative maintenance CityWorks work orders, or else continue working to distinguish WOs separately from other unscheduled preventative maintenance as: routine flushing, routine inspection, or quarterly cleaning for more consistent sorting. Recommendation #2: Work with electrical to determine what a thorough inspection outside of daily maintenance involves.				

Signature of Responsible Person: (sign when complete)	Date:
	11/1/18

Goal:		Rehabilitation and Replacement (R/R) Funding			
Responsible Person (RP): Management Analyst					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time. PIs and Data Collection Methods: <i>The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.</i> Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.] <i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.</i> Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	N/A	Consistent with needs from CA&CIP analysis	N/A

Periodic Performance Tracking

Date	Measured Value		Performance Assessment Comments
FY 17/18	Goal	1	2
	Value	8%	Good

Annual Performance Assessment / Recommendations for Updates**FY 17/18 Ratings:**

1. **Excellent** – Uses FY 17/18 CIP R/R Funding vs. FY 18 Asset Value for Fund 220 (\$6,280,962 vs. \$74,065,784.48)
2. **Good** – (\$6,280,962 vs. \$1,800,334)

Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)**Date:**

11/2/18

Goal:		Rehabilitation and Replacement (R/R) Program			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to develop and implement an R/R program. This involves developing a CA&CIP Module for continually prioritizing line segments to be identified for rehabilitation or replacement. Once prioritized line segments are identified and bundled into Capital Improvement Projects (CIPs), appropriate rehabilitation or replacement methods will be analyzed, designed, and constructed. PIs and Data Collection Methods: <i>The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 and have been CCTV inspected that have also been evaluated.</i> Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report. <i>The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned or operations and maintenance repairs assigned.</i> Data Collection Method: Determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have capital improvement actions assigned during evaluation. Then, determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have O&M repairs assigned during evaluation. Add the two percentages. <i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i> Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction. <i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i> Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes as well as the number of repairs or replacements of gravity mains, force mains, and manholes due to emergency structural problems from the central crystal report. Project the total number of year-to-date structural issues to year-end totals. Finally, determine the ratio of structural failures per 100 miles of pipe using the total length of sewer system gravity and pressure main piping (also found in the central crystal report).			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	< 75%	75-85%	85-95%	95-100%
2	% of assets with risk ratings of 4 or 5 that have CIP "actions" assigned or O&M repairs assigned	< 75%	75-85%	85-95%	95-100%
3	% of scheduled CIPs designed or in construction	< 50%	50-60%	60-70%	> 70%
4	# of line failures per 100 miles of pipe	> 4	3-4	2-3	< 2

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 17/18	Goal	1	2	3	4	1. 81 assets evaluated out of 395 assets
	Value	21%	77%	48%	5	2. 124 placed in CIP actions or O&M repairs out of 395 assets 4. 3 total structural failures over 282.5 total miles of sewer pipe
Annual Performance Assessment / Recommendations for Updates						
FY 17/18 Ratings: Below Goal – 21% Below Goal – 31% Below Goal – Less than 50% Excellent – 1 failure/100 miles of sewer pipe Recommendation #1: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #2: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #3: Staff needs to set aside more time to get sewer projects into construction. Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.						

Signature of Responsible Person: (sign when complete)	Date:
	11/5/18

Goal: Replacement Parts

Responsible Person (RP):
Equipment Services Clerk /
Utility Maintenance Worker /
WPCF Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to ensure that adequate reserves of replacement parts are available to respond to foreseeable emergency situations that may arise within the collection system.

PIs and Data Collection Methods:

1. *Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Report generated through Fleet Software System semi-annually.
2. *Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Keep track manually.
3. *Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.*
Data Collection Method: Keep track manually.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	
	Value	Cont	Monthly	Annually	
2 nd Qtr	Goal	1	2	3	
	Value	Cont	Monthly	Annually	
3 rd Qtr	Goal	1	2	3	
	Value	Cont	Monthly	Annually	
4 th Qtr	Goal	1	2	3	
	Value	Cont	Monthly	Annually	

Annual Performance Assessment / Recommendations for Updates

FY 17/18 Ratings:

1. **Excellent** – Monitoring occurs on a real-time basis using FASTER Fleet.
2. **Excellent** – Monthly.
3. **Acceptable** – Inventory conducted annually, with parts ordered as soon as repair or replacement is completed.

Recommendation #1: Review PI with Fleet to determine necessary documentation.

Recommendation #2: Review PI with O&M staff to determine necessary documentation.

Recommendation #3: Review PI to determine necessary documentation.

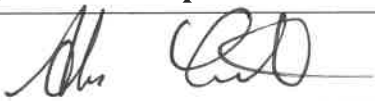
Signature of Responsible Person - Fleet: (sign when complete)	Date:
	11-6-18

Signature of Responsible Person - WPCF: (sign when complete)	Date:
	11-2-18

Signature of Responsible Person – O&M: (sign when complete)	Date:
	11/1/18

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 6,000	6,000 – 10,000	10,000-20,000	> 20,000
2	Average footage of sewer laterals treated per quarter	< 1,500	1,500 – 2,500	2,500-5,000	> 5,000
3	% reduction in SSOs attributed to root intrusion from the previous year	< 0	0 – 2.5%	2.5-5%	> 5%

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	3	3. 50% increase. 3 SSOs this FY-Q1. 2 SSOs last FY-Q1
	Value	4,276	0%	
2 nd Qtr	Goal	1	3	3. 83% reduction. 2 SSOs this FY-Q2. 12 SSOs last FY-Q2
	Value	786	83%	
3 rd Qtr	Goal	1	3	3. 29% reduction. 5 SSO this FY-Q3. 7 SSOs last FY-Q3
	Value	337	29%	
4 th Qtr	Goal	1	3	3. 33% reduction. 2 SSO this FY-Q4. 3 SSOs last FY-Q4
	Value	1,359	33%	
Annual Performance Assessment / Recommendations for Updates				
FY 17/18 Ratings: Acceptable – 7,865 ft of sewer laterals treated for root intrusion. This includes lateral lining. Acceptable – 7,865 ft / 4. 1,966 ft of sewer laterals treated per fiscal quarter. Excellent – 50% yearly reduction: 12 SSOs attributed to root intrusion this FY. 24 SSOs last FY. Recommendation #1: Increase footage treated per quarter to remain consistent. Recommendation #2: Increase footage treated per quarter to remain consistent. Recommendation #3: None.				

Signature of Responsible Person: (sign after annual review)	Date:
	11/1/18

Goal: System Evaluation and Capacity Assurance Program (SECAP)

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to conduct an evaluation of the system and ensure sufficient capacity to convey expected wastewater flows.

PIs and Data Collection Methods:

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*
Data Collection Method: Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.
2. *Frequency of hydraulic model updates*
Data Collection Method: Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Ratio of peak WWF to peak DWF	> 2.0 : 1	1.7:1 - 2.0:1	1.5:1 – 1.7:1	1.3:1 – 1.5:1
2	Time since last hydraulic model update	> 4 years	3 – 4 years	2 – 3 years	< 2 year

Periodic Performance Tracking

Date	Measured Value		Performance Assessment Comments
FY 17/18	Goal	1 2	1. PWWF: 6.06 MGD, ADWF from July-Oct: 4.018 MGD 2. Model run update is currently underway in Fall 2018. City has six smart covers for flow depth as well.
	Value	1.51:1 Fall 2018	

Annual Performance Assessment / Recommendations for Updates

FY 17/18 Ratings:

1. **Good** – 1.51:1
2. **Acceptable** – Updated 3 years ago. Model run update is currently underway in Fall 2018. RWQCB requires model update every three years.

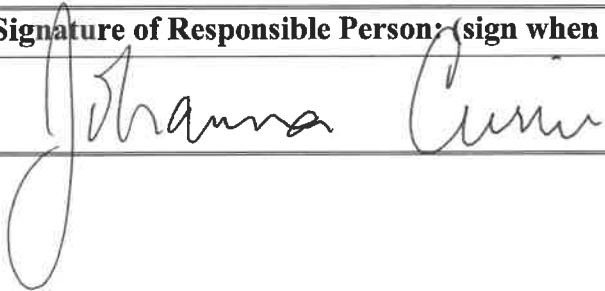
Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	11/12/18

Goal:		Response to Service Requests			
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts taken to effectively respond to customer service calls.					
PIs and Data Collection Methods:					
1. <i>The average response time for an urgent call.</i>					
Data Collection Method: Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from Cityworks.					
2. <i>The average response time for a routine call.</i>					
Data Collection Method: Determine the average response time for “priority 3” (routine) service calls from Cityworks.					
3. <i>Average number of service calls per 100 miles of pipe per year.</i>					
Data Collection Method: Determine the total number of year-to-date service calls from Cityworks, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Response time for urgent calls	> 1 day	1 day	8 hours	1 hour
2	Response time for routine calls	> 1 week	1 week	3 days	1 day
3	Average # of service calls / 100 miles of pipe	> 200	150-200	100-150	< 100

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 17/18	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted. 3. There were 282 service requests
	Value	0.35 hours	0.36 hours	99.8 calls / 100 miles	
Annual Performance Assessment / Recommendations for Updates					
FY 17/18 Ratings: Excellent – Average response time for an urgent call is 0.35 hours. Excellent – Average response time for a routine service call is 0.36 hours. Excellent – 99.8 is the average # of service calls/100 mi pipe. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

Goal:**Mitigation of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to mitigate any SSOs that occur.

PIs and Data Collection Methods:

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*

Data Collection Method: Calculate manually from either completed City of Woodland SSO report forms filed year-to-date, or from information entered into the CIWQS database. Calculate % captured volume for all categories of SSOs (including from private laterals) for which the “description of terrain surrounding the point of blockage or spill cause” is described as flat. For each SSO event, determine the “% captured” as the volume of sewage recovered and returned to the sewer system divided by the total spill volume. Then, average the % captured for all spills in the year-to-date period.

[Note: The City of Woodland has no areas with slopes greater than 5%.]

2. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*

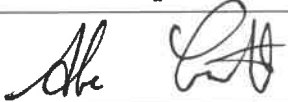
Data Collection Method: Review the central crystal report. Manually compare this list to SSO report forms filed year-to-date. For each year-to-date SSO, determine if a corresponding follow-up CCTV inspection was completed. Manually calculate the time between when each SSO is reported to the date a follow-up CCTV inspection was calculated. If there are SSOs for which a CCTV inspection has not been conducted, exclude from calculation. Average the CCTV inspection response time for all year-to-date SSOs.

3. *The percentage of SSO Events that were followed by an inspection of the line with CCTV to investigate the cause.*

Data Collection Method: Review the central crystal report which lists all year-to-date SSOs and count number of SSOs without a CCTV inspection completed. Compare to total number of all year-to-date SSOs.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% captured of SSO (flat, 1-5%)	<70%	70%-80%	80-90%	90-100%
2	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
3	% of SSO Events investigated with CCTV	< 75%	75-90%	90-95%	95-100%

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
FY 17/18	Goal	1	2	3	2. 26 CCTV'd SSOs were CCTV'd in 1 day. 2 SSOs were not shown to have CCTV done: 1 was a private sewer cleanout and the other was a private manhole. 3. 2 SSOs of 26 total did not have a follow-up CCTV inspection. Private spills are optional to report. The City performed SSO follow-up CCTV inspections on 100% of SSO events from City-owned facilities.
	Value	100%	1 day	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 17/18 Ratings: Excellent – 100% of SSO volume captured in flat areas. Excellent – Within 1 day Excellent – 100% of SSOs were followed up with a CCTV inspection. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	11/1/18

Goal:**Prevention of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to prevent the occurrence of SSOs.

PIs and Data Collection Methods:

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*

Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals. Divide this number by the total footage of gravity mains and force mains in the City (also available on the central crystal report).

2. *The percent reduction in SSOs from the previous year.*

Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals and compare to the number of SSOs that occurred last year to determine the % reduction.

3. *The number of repeat SSOs in a five year period.*

Data Collection Method: Review the central crystal report which lists all SSOs by asset type over the last five year period, sorted by Facility ID. Manually determine the number of repeat SSOs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

4. *The percentage of repeat SSOs followed by mitigation, such as root treatment or repair work.*

Data Collection Method: Keep track manually of repeat SSO locations. Search for work orders on the lateral line, sewer clean out, and sewer pipe IDs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	# of SSOs / 100 miles / year	>5	5	3.5	2.3
2	% reduction of SSOs from previous year	< 0%	0-5%	5-10%	> 10%
3	# of repeat SSOs / 5 years	> 0	-	-	0
4	% of repeat SSOs followed by mitigation	< 70%	70-80%	80-100%	100%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 17/18	Goal	1	2	3	4	
	Value	0	43.5%	7	100%	
Annual Performance Assessment / Recommendations for Updates						
FY 17/18 Ratings: Excellent – 0 Main SSOs per 100 mi of pipe. Excellent – 26 SSO occurrences this FY vs. 46 SSO occurrences last FY. 43.5% reduction. Below Goal – 7 repeat SSO's in last 5 fiscal years. Excellent – 100% Recommendation #1: None. Recommendation #2: None. Recommendation #3: Ratings may need to be revised to create achievable standards. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	11/1/18

Goal:**Response to Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to effectively respond to SSOs. *Response time* is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.

Data Collection Methods

1. *The average response time during normal business hours (M-F 7am-4pm).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.

2. *The average response time after hours (M-F 4pm-7am, weekends, holidays).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	SSO response time during normal hours	>30 min	30 min	20 min	15 min
2	SSO response time after normal hours	>1 hr	1 hr	45 min	30 min

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
FY 17/18	Goal	1	2	1 & 2 reported in minutes.
	Value	13.5	36	

Annual Performance Assessment / Recommendations for Updates**FY 17/18 Ratings:**

1. **Excellent** – Average response time is 13.5 minutes.
2. **Good** – Average response time is 36 minutes.

Recommendation #1: None.

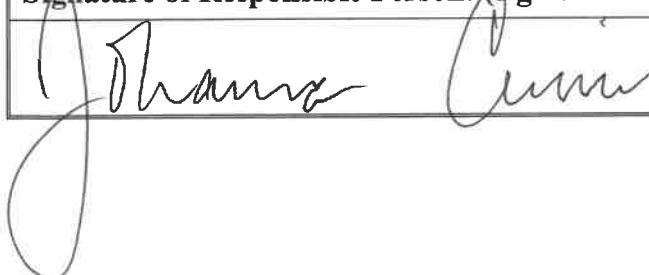
Recommendation #2: None.

Signature of Responsible Person: (sign when complete)**Date:**

11/1/18

Goal:	Staffing				
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the City of Woodland to meet the necessary effort required to implement the City SSMP.					
PIs and Data Collection Methods: 1. <i>The percentage of vacant staff positions in the divisions listed above.</i> Data Collection Method: Keep track manually.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of vacant positions	> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
FY 17/18	Goal	1	
	Value	0%	
Annual Performance Assessment / Recommendations for Updates			
FY 17/18 1. Excellent – 13 out of 13 positions were filled in the sewer group. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

Goal:		Maintain Up-to-date Standards			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis.					
PIs and Data Collection Methods:					
1. <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i>		Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.			
2. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i>		Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 10 years	4-10 years	2-4 years	< 2 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	2	2. Last update – 8/8/2016.
	Value	-	2-4 years	
2 nd Qtr	Goal	1	2	
	Value	-	-	
3 rd Qtr	Goal	1	2	1. Last discussion – 3/20/17
	Value	1-2 years ago	-	
4 th Qtr	Goal	1	2	
	Value	-	-	
Annual Performance Assessment / Recommendations for Updates				
FY 17/18 Ratings: Acceptable – The City updates standards every two years but updates the standards through addendums as necessary. Good – Last update – 8/8/2016. Standards update for 2018 is underway in Fall 2018. Recommendation #1: Evaluate changing the ratings because updating the standards annually is not practical. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	11/13/18

Goal:**Staff Training****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort required to ensure that regular training takes place.

PIs and Data Collection Methods:

1. *The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.*
Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period.
2. *The frequency with which field / equipment training exercises are conducted by the O&M staff.*
Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period.
3. *The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.*
Data Collection Method: Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of tabletop / tailgate training	<Biweekly	Biweekly	Weekly	>Weekly
2	Frequency of field / equipment training	<Quarterly	Quarterly	Bimonthly	Monthly
3	Frequency of SSO response training	<Quarterly	Quarterly	Bimonthly	Monthly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	1. 5 total. Average of 2 tabletop/tailgates per month. 2. 1 total. 3. 2 total.
	Value	5	1	2	
2 nd Qtr	Goal	1	2	3	1. 6 total. Average of 2 tabletop/tailgate per month. 2. 1 total. 3. 2 total.
	Value	6	1	2	
3 rd Qtr	Goal	1	2	3	1. 8 total. Average of 3 tabletop/tailgates per month. 2. 3 total. 3. 2 total.
	Value	8	3	2	
4 th Qtr	Goal	1	2	3	1. 7 total. Average of 3 tabletop/tailgates per month. 2. 2 total. 3. 3 total.
	Value	8	2	3	
Annual Performance Assessment / Recommendations for Updates					
FY 17/18 Ratings: Acceptable – Approximately biweekly tailgate meetings: 27 total in fiscal year. Acceptable – Bimonthly field/equipment training. 7 total in fiscal year. Good – Bimonthly. 9 total in fiscal year. Recommendation #1: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #2: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	11/2/18

Goal:	SSMP Audits and Updates																						
Responsible Person (RP):	Principal Utilities Civil Engineer																						
Description of Performance Indicator(s) (PIs):																							
The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs. PIs and Data Collection Methods: <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i> Data Collection Method: Keep track manually. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i> Data Collection Method: Keep track manually. A file of all peer reviews should be kept.																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Performance Indicators</th> <th colspan="4">Rating</th> </tr> <tr> <th style="color: red;">Below Goal</th> <th style="color: orange;">Acceptable</th> <th style="color: blue;">Good</th> <th style="color: green;">Excellent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bi-annual Council presentation</td> <td style="color: red;">No</td> <td style="color: orange;">-</td> <td style="color: blue;">Yes</td> <td style="color: green;">-</td> </tr> <tr> <td>2</td> <td>Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations</td> <td style="color: red;">> 5 years</td> <td style="color: orange;">2-5 years</td> <td style="color: blue;">1-2 years</td> <td style="color: green;">< 1 year</td> </tr> </tbody> </table>			Performance Indicators	Rating				Below Goal	Acceptable	Good	Excellent	1	Bi-annual Council presentation	No	-	Yes	-	2	Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year
	Performance Indicators			Rating																			
		Below Goal	Acceptable	Good	Excellent																		
1	Bi-annual Council presentation	No	-	Yes	-																		
2	Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year																		

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	
	Value	Yes	1 year	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Good – Presented FY 14/15 and FY 15/16 on 10/18/2016. Good – SSMP Audit Review in September 2016 for FY 15/16. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal: Closed Circuit Television (CCTV) Inspections**Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.

PIs and Data Collection Methods:

1. *The total footage of the collection system inspected per year with CCTV.*

Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.

2. *The total number of pipe segments inspected with CCTV per year.*

Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.

3. *The average footage inspected per 16 hours of work (one full day for a crew of 2).*

Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.

4. *The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.*

Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2	Pipe segments inspected / year	< 400	400-600	600-800	> 800
3	Footage inspected / 16 work hours	< 1500	1500-1600	1600-2000	> 2000
4	% CCTV Surveys with a 4 or a 5 structural grading	> 30%	20-30%	10-20%	< 10%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	4. 319 surveys /2609 total CCTV'd assets
	Value	185,387	1,604	1,496	12%	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 273,947 feet inspected Excellent – 1,604 pipe segments inspected Below Goal – 1,496 feet inspected / 16 work hours Good – 12% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)****Responsible Person (RP):**

GIS Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner.

PIs and Data Collection Methods:

1. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.*

Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate

2. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.*

Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth

3. *Percentage of year-to-date CityWorks work orders that are closed*

Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
1 st Qtr	Goal	1	2	3	3. 441 of 487 closed/completed or 91%
	Value	71%	47%	91%	
2 nd Qtr	Goal	1	2	3	3. 369 of 429 closed/completed or 86%
	Value	70%	46%	86%	
3 rd Qtr	Goal	1	2	3	3. 254 of 343 closed/completed or 74%
	Value	70%	46%	74%	
4 th Qtr	Goal	1	2	3	3. 232 of 280 closed/completed or 83%
	Value	70%	46%	83%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Below Goal – 71% Below Goal – 46% Good – 1,838 out of 1,932 closed or 91% for FY 16/17. Recommendation #1: Determine how inverts can be populated into the gravity main to increase asset attributes. Recommendation #2: Populate barrel material, install date, and condition of sewer manholes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.27.17

Goal:		Maintaining Codes and Ordinances			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This effort involves keeping a list of recommended updates to the codes and ordinances, which is reviewed by all parties with responsibility over the collection system and updated on a consistent basis. PIs and Data Collection Methods: <i>The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss Ordinance/Code updates based on sewer-specific issues	> 5 Years	2-5 years	1-2 years	< 1 year
2	Time since last actual update to Ordinances/Codes based on sewer-specific issues	> 10 Years	5-10 years	2-5 years	< 2 years

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	2. Last updated on 1/15/13, 1546 section 19-1-1
	Value	~2 yr	~4 yrs	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Good – approximately 2 years ago Good – 4.7 years ago Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Communication Program****Responsible Person (RP):**

Administration Clerk

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP.

PIs and Data Collection Methods:

1. *The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.*

Data Collection Method: Review links quarterly.

2. *Total number of year-to-date public comment email responses.*

Data Collection Method: The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses.

3. *The percentage of public comment emails received that were responded to.*

Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
2	# of Public Comment Email Responses	N/A	N/A	N/A	N/A
3	% Public Comment Emails Responded To	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	2. Total of 4 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 4 were responded to
	Value	100%	N/A	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – SSMP (2015 Revision) and Audit files (FY15/16) online links working. N/A – 4 emails received. Excellent – 4 out of 4 emails were responded to in an appropriate amount of time. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/30/17

Goal: Closed Circuit Television (CCTV) Inspections**Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.

PIs and Data Collection Methods:

1. *The total footage of the collection system inspected per year with CCTV.*
Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.
2. *The total number of pipe segments inspected with CCTV per year.*
Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.
3. *The average footage inspected per 16 hours of work (one full day for a crew of 2).*
Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.
4. *The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.*
Data Collection Method: Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2	Pipe segments inspected / year	< 400	400-600	600-800	> 800
3	Footage inspected / 16 work hours	< 1500	1500-1600	1600-2000	> 2000
4	% CCTV Surveys with a 4 or a 5 structural grading	> 30%	20-30%	10-20%	< 10%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	4. 319 surveys /2609 total CCTV'd assets
	Value	185,387	1,604	1,496	12%	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 273,947 feet inspected Excellent – 1,604 pipe segments inspected Below Goal – 1,496 feet inspected / 16 work hours Good – 12% Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Response to Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):

Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to effectively respond to SSOs. *Response time* is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.

Data Collection Methods

1. *The average response time during normal business hours (M-F 7am-4pm).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing "Date and time sanitary sewer system agency was notified of or discovered spill" to "Estimated Operator arrival date/time" and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.

2. *The average response time after hours (M-F 4pm-7am, weekends, holidays).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing "Date and time sanitary sewer system agency was notified of or discovered spill" to "Estimated Operator arrival date/time" and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	SSO response time during normal hours	>30 min	30 min	20 min	15 min
2	SSO response time after normal hours	>1 hr	1 hr	45 min	30 min

Periodic Performance Tracking

Date	Measured Value		Performance Assessment Comments
FY 16/17	Goal	1 2	1 & 2 reported in minutes.
	Value	15 25	

Annual Performance Assessment / Recommendations for Updates**FY 16/17 Ratings:**

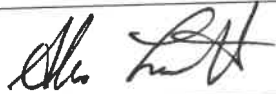
1. **Excellent** – Average response time is 15 minutes.
2. **Excellent** – Average response time is 25 minutes.

Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)

Date:



10 / 27 / 17

Goal:		System Mapping			
Responsible Person (RP):		GIS Analyst			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to provide up-to-date maps of assets in the collection systems and other applicable facilities (i.e., stormwater facilities, waterways, etc.). This effort involves completing map change requests in a timely fashion. Map change requests come from three sources; namely, 1) variations observed in the field, 2) changes from rehabilitation or replacement, and 3) additional assets from new development. PIs and Data Collection Methods: <i>The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.</i> Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report. <i>The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps</i> Data Collection Method: Use the Tyler Eden Project Module under Sewer CIP to determine the number of rehabilitation and/or replacement projects in construction through crystal report. Determine the number of GPS sites visited that were/are currently in construction. <i>The % of new development sites that have been GPS'd</i> Data Collection Method: Track new developments under current construction, manually. Check these areas of new developments for availability of sewer data in GIS and determine the percentage of subdivision sites that have been GPS'd. [note: spreadsheet of new developments available through Miguel Chavez.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Average time for redline updates	> 12 days	10-12 days	8-9 days	< 7 days
2	% of sites GPS'd from CIP Sewer R&R in construction	< 25%	25-70%	70-100%	100%
3	% of new development sites GPS'd	< 50 %	50-85%	85-100%	100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1			
	Value	3 days			
2 nd Qtr	Goal	1			
	Value	12 days			
3 rd Qtr	Goal	1			
	Value	4 days			
4 th Qtr	Goal	1	2	3	2. 8 out of 9 sites were GPS'd from CIP Sewer R&R in construction. 3. All areas of new development/R&R locations with sewer involvement have been GPS'd.
	Value	12 days	89%	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – Year end average is 7 days. Excellent – 89% of R&R sites listed as CIP Projects have GIS data on sewer infrastructure. Excellent – 100% of new development sites have GIS data on sewer infrastructure. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.27.17

Goal:**Computerized Maintenance Management System (CMMS) & Graphical Information System (GIS)****Responsible Person (RP):**

GIS Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner.

PIs and Data Collection Methods:

1. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.*

Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate

2. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.*

Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth

3. *Percentage of year-to-date CityWorks work orders that are closed*

Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value			Performance Assessment Comments	
1 st Qtr	Goal	1	2	3	3. 441 of 487 closed/completed or 91%
	Value	71%	47%	91%	
2 nd Qtr	Goal	1	2	3	3. 369 of 429 closed/completed or 86%
	Value	70%	46%	86%	
3 rd Qtr	Goal	1	2	3	3. 254 of 343 closed/completed or 74%
	Value	70%	46%	74%	
4 th Qtr	Goal	1	2	3	3. 232 of 280 closed/completed or 83%
	Value	70%	46%	83%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Below Goal – 71% Below Goal – 46% Good – 1,838 out of 1,932 closed or 91% for FY 16/17. Recommendation #1: Determine how inverts can be populated into the gravity main to increase asset attributes. Recommendation #2: Populate barrel material, install date, and condition of sewer manholes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.27.17

Goal: Prevention of Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):
Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to prevent the occurrence of SSOs.

PIs and Data Collection Methods:

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*
Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals. Divide this number by the total footage of gravity mains and force mains in the City (also available on the central crystal report).
2. *The percent reduction in SSOs from the previous year.*
Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals and compare to the number of SSOs that occurred last year to determine the % reduction.
3. *The number of repeat SSOs in a five year period.*
Data Collection Method: Review the central crystal report which lists all SSOs by asset type over the last five year period, sorted by Facility ID. Manually determine the number of repeat SSOs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]
4. *The percentage of repeat SSOs followed by mitigation, such as root treatment or repair work.*
Data Collection Method: Keep track manually of repeat SSO locations. Search for work orders on the lateral line, sewer clean out, and sewer pipe IDs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	# of SSOs / 100 miles / year	>5	5	3.5	2.3
2	% reduction of SSOs from previous year	< 0%	0-5%	5-10%	> 10%
3	# of repeat SSOs / 5 years	> 0	-	-	0
4	% of repeat SSOs followed by mitigation	< 70%	70-80%	80-100%	100%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	2. No possible improvement 4. 5 out of 6 SSOs had clear follow-ups
	Value	0	N/A	6	50%	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 0 Main SSOs per 100 mi of pipe. Excellent – 0 Main SSO occurrence this FY vs. 0 SSO occurrences this FY. N/A. Below Goal – 6 repeat SSO's in last 5 fiscal years. Good – 83% Recommendation #1: None. Recommendation #2: None. Recommendation #3: Ratings may need to be revised to create achievable standards. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Mitigation of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to mitigate any SSOs that occur.

PIs and Data Collection Methods:

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*

Data Collection Method: Calculate manually from either completed City of Woodland SSO report forms filed year-to-date, or from information entered into the CIWQS database. Calculate % captured volume for all categories of SSOs (including from private laterals) for which the “description of terrain surrounding the point of blockage or spill cause” is described as flat. For each SSO event, determine the “% captured” as the volume of sewage recovered and returned to the sewer system divided by the total spill volume. Then, average the % captured for all spills in the year-to-date period.

[Note: The City of Woodland has no areas with slopes greater than 5%.]

2. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*

Data Collection Method: Review the central crystal report. Manually compare this list to SSO report forms filed year-to-date. For each year-to-date SSO, determine if a corresponding follow-up CCTV inspection was completed. Manually calculate the time between when each SSO is reported to the date a follow-up CCTV inspection was calculated. If there are SSOs for which a CCTV inspection has not been conducted, exclude from calculation. Average the CCTV inspection response time for all year-to-date SSOs.

3. *The percentage of SSO Events that were followed by an inspection of the line with CCTV to investigate the cause.*

Data Collection Method: Review the central crystal report which lists all year-to-date SSOs and count number of SSOs without a CCTV inspection completed. Compare to total number of all year-to-date SSOs.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% captured of SSO (flat, 1-5%)	<70%	70%-80%	80-90%	90-100%
2	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
3	% of SSO Events investigated with CCTV	< 75%	75-90%	90-95%	95-100%

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	3	2. 43 CCTV'd SSOs were CCTV'd in 1 day. 1 SSO was CCTV'd in 9 days. 2 SSOs were not shown to have CCTV done. 3. 2 SSOs of 46 total did not have a follow-up CCTV inspection.
	Value	100%	1.1 day	96%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – 100% of SSO volume captured in flat areas. Excellent – 1.1 day Excellent – 96% of SSOs were followed up with a CCTV inspection. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Root Treatment Program (RTP)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program.

PIs and Data Collection Methods:

1. *The total footage of sewer laterals treated for root intrusion over one year*

Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year.

2. *The average footage of sewer laterals treated per fiscal quarter.*

Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four.

3. *The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.*

Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 6,000	6,000 - 10,000	10,000-20,000	> 20,000
2	Average footage of sewer laterals treated per quarter	< 1,500	1,500 - 2,500	2,500-5,000	> 5,000
3	% reduction in SSOs attributed to root intrusion from the previous year	< 0	0 - 2.5%	2.5-5%	> 5%

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	3	2. 60% reduction. 2 SSOs this FY. 5 SSOs last FY
	Value	152	60%	
2 nd Qtr	Goal	1	3	3. -100% reduction. 12 SSOs this FY. 6 SSOs last FY
	Value	477	-100%	
3 rd Qtr	Goal	1	3	3. -600% reduction. 7 SSO this FY. 1 SSOs last FY
	Value	99	-600%	
4 th Qtr	Goal	1	3	1&2. May 2017 – Lateral Lining 3. -200% reduction. 3 SSO this FY. 1 SSOs last FY
	Value	1474	-200%	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Below Goal – 2,202 ft of sewer laterals treated for root intrusion. Treatment includes lining. Below Goal – 2,202 ft / 4. 550.5 ft of sewer laterals treated per fiscal quarter. Below Goal – -85%: 19 SSOs attributed to root intrusion this FY. 13 SSOs last FY. Recommendation #1: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle. Recommendation #2: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle. Recommendation #3: None.				

Signature of Responsible Person: (sign after annual review)	Date:
	10/27/17

Goal:	Preventative Maintenance Effectiveness
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Responsible Person (RP): Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effectiveness of the preventative maintenance program in limiting time and expenses required to respond to emergency calls and failures of the sanitary sewer system.

PIs and Data Collection Methods:

1. *The percentage of work orders that are emergency.*
Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).

2. *The percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work.*
Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).

3. *The percentage of accountable labor and material costs that are attributed to emergency work on private laterals.*
Data Collection Method: Determine the total year-to-date work order costs (labor and materials) for all “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) work orders associated with sewer laterals from the central crystal report. Determine the percentage of the total year-to-date work order costs (also from central crystal report) associated with the sewer collection system these “lateral emergency” work orders represent.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of work orders that are emergencies	> 40%	30-40%	20-30%	< 20%
2	% of Labor and Material Costs that is Emergency Work	> 30%	20-30%	10-20%	0-10%
3	% of Labor and Material Costs that is Emergency Work on Private Laterals	> 20%	10-20%	5-10%	0-5%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	1. 292 out of 1,533 WOs 2. \$232,594.56 out of \$801,170.53 3. \$4,857.74 out of \$232,594.56
	Value	19%	29%	2.1%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – 19% Acceptable – 29% Excellent - 2.1% Recommendation #1: None. Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal: High Velocity Vacuum Cleaning (HVVC)

Responsible Person (RP):
Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.

PIs and Data Collection Methods:

1. *The total footage of the collection system cleaned per year with HVVC.*
Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.
2. *The total number of pipe segments cleaned with HVVC per year.*
Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.
3. *The average footage cleaned per 16 hours of work (one full day for a crew of 2).*
Data Collection Method: Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.
4. *The percentage of CCTV inspections that were conducted where pre-cleaning was completed.*
Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 210,000	210,000-240,000	240,000-300,000	> 300,000
2	Pipe segments cleaned / year	< 700	700-900	900-1000	> 1000
3	Footage cleaned / 16 work hours	<1800	1800-2300	2300-2500	> 2500
4	% Pipe segments pre-cleaned prior to CCTV inspection	< 70%	70-80%	80-90%	> 90%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16-17	Goal	1	2	3	4	1 and 2 goals' values are numerically worse than last year's statistics.
	Value	293,809	1,046	2,740	94%	
Annual Performance Assessment / Recommendations for Updates						
FY 16-17 Ratings: Good – 293,809 ft cleaned per year with HVVC. Excellent – 1,046 segments cleaned with HVVC per year. Excellent – 2,740 feet cleaned per unit. Excellent – 94% of sewer main segments are pre-cleaned prior to CCTV. Only counted segments with 'SGM#' and if there was jetting/heavy cleaning done on the Crystal Report. Recommendation #1: Review rating divisions to increase expectations. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Staff Training			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the effort required to ensure that regular training takes place. PIs and Data Collection Methods: <i>The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field / equipment training exercises are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.</i> Data Collection Method: Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of tabletop / tailgate training	<Biweekly	Biweekly	Weekly	>Weekly
2	Frequency of field / equipment training	<Quarterly	Quarterly	Bimonthly	Monthly
3	Frequency of SSO response training	<Quarterly	Quarterly	Bimonthly	Monthly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	1. 8 total. Average of 3 tabletop/tailgates per month. 2. 9 total. 3. 1 total.
	Value	8	9	1	
2 nd Qtr	Goal	1	2	3	1. 8 total. Average of 3 tabletop/tailgate per month. 2. 0 total. 3. 1 total.
	Value	7	-	1	
3 rd Qtr	Goal	1	2	3	1. 7 total. Average of 2 tabletop/tailgates per month. 2. 0 total. 3. 1 total.
	Value	7	-	1	
4 th Qtr	Goal	1	2	3	1. 7 total. Average of 2 tabletop/tailgates per month. 2. 1 total. 3. 1 total.
	Value	7	1	1	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Acceptable – Approximately biweekly tailgate meetings: 29 total in fiscal year. Good – Bimonthly field/equipment training. 10 total in fiscal year. Acceptable – Quarterly. 4 total in fiscal year. O&M working to have monthly training for SSOs. Recommendation #1: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #2: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:	Employee Recognition			
Responsible Person (RP): Chief Collections Systems Operator				
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.				
PIs and Data Collection Methods: 1. <i>The frequency with which awards are distributed to O&M staff</i> Data Collection Method: Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year.				
	Performance Indicators	Rating		
		Below Goal	Acceptable	Good
1	Time since last awards distribution: Operation & Maintenance staff	< 6 months	6 months	1 Quarter
				Excellent
				1 month

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
1 st Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	0	
2 nd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
3 rd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	3	
4 th Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
Annual Performance Assessment / Recommendations for Updates			
FY 16/17 Ratings: 1. Good – Total of 7 letters of acknowledgement received by O&M Staff: average of 1 letter every two months. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	10 / 27 / 17

Goal:		Replacement Parts			
Responsible Person (RP): Equipment Services Clerk / Utility Maintenance Worker / WPCF Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to ensure that adequate reserves of replacement parts are available to respond to foreseeable emergency situations that may arise within the collection system.					
PIs and Data Collection Methods:					
1. <i>Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Report generated through Fleet Software System semi-annually.			
2. <i>Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Keep track manually.			
3. <i>Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Keep track manually.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
2 nd Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
3 rd Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
4 th Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	

Annual Performance Assessment / Recommendations for Updates

FY 16/17 Ratings:

1. **Excellent** – Monitoring occurs on a real-time basis using FASTER Fleet.
2. **Excellent** – Quarterly.
3. **Acceptable** – Inventory conducted semi-annually, with parts ordered as soon as repair or replacement is completed.

Recommendation #1: Review PI with Fleet to determine necessary documentation.

Recommendation #2: Review PI with O&M staff to determine necessary documentation.

Recommendation #3: Review PI to determine necessary documentation.

Signature of Responsible Person - Fleet: (sign when complete)	Date:
	10-27-17

Signature of Responsible Person - WPCF: (sign when complete)	Date:
	10-27-17

Signature of Responsible Person – O&M: (sign when complete)	Date:
	10/27/17

Goal: Fats, Oils, and Grease (FOG) Control Program

Responsible Person (RP):
Environmental Compliance Inspector

Description of Performance Indicator(s) (PIs):

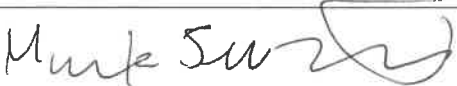
The PIs listed below quantify the efforts to operate an effective and efficient FOG control program.

PIs and Data Collection Methods:

1. *The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.*
Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.
2. *The percentage of Pollution Prevention Program (PPP) permit holder inspections completed per quarter.*
Data Collection Method: Keep track manually using total number of PPP permit holders and number of inspection forms.
 [Note: when PPP program managed through CityWorks, a query can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]
3. *The number of public education outreach events conducted per year.*
Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.
4. *Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.*
Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% completed of PPP permits inspections	<90%	90-95%	95-100%	100%
3	Annual # of FOG control public education events	< 200	200-300	300-400	> 400
4	Time since last coordination meeting with Environmental Compliance and O&M staff	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
1 st Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	110	0 mo	
2 nd Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	120	1 mo	
3 rd Qtr	Goal	1	2	3	4	1. No incident this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	100	4 mo	
4 th Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	110	7 mo	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 0 incidents this year, 0 incidents last year. 0% reduction. Excellent – 100% of all PPP permit holders inspected every quarter. Excellent – Total of 440 outreach events conducted, generally information handed out at site visits. Below Goal – Met once this FY, over 6 months ago. Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: quarterly for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs). Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: Reassign Alex Truitt to schedule coordination meetings with Environmental Compliance and O&M staff.						

Signature of Responsible Person: (sign after annual review)	Date:
	10/27/2017

Goal:	SSMP Audits and Updates																						
Responsible Person (RP):	Principal Utilities Civil Engineer																						
Description of Performance Indicator(s) (PIs):																							
The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs. PIs and Data Collection Methods: <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i> Data Collection Method: Keep track manually. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i> Data Collection Method: Keep track manually. A file of all peer reviews should be kept.																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Performance Indicators</th> <th colspan="4">Rating</th> </tr> <tr> <th>Below Goal</th> <th>Acceptable</th> <th>Good</th> <th>Excellent</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bi-annual Council presentation</td> <td>No</td> <td>-</td> <td>Yes</td> <td>-</td> </tr> <tr> <td>2</td> <td>Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations</td> <td>> 5 years</td> <td>2-5 years</td> <td>1-2 years</td> <td>< 1 year</td> </tr> </tbody> </table>			Performance Indicators	Rating				Below Goal	Acceptable	Good	Excellent	1	Bi-annual Council presentation	No	-	Yes	-	2	Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year
	Performance Indicators			Rating																			
		Below Goal	Acceptable	Good	Excellent																		
1	Bi-annual Council presentation	No	-	Yes	-																		
2	Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year																		

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	
	Value	Yes	1 year	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Good – Presented FY 14/15 and FY 15/16 on 10/18/2016. Good – SSMP Audit Review in September 2016 for FY 15/16. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Maintaining Codes and Ordinances			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This effort involves keeping a list of recommended updates to the codes and ordinances, which is reviewed by all parties with responsibility over the collection system and updated on a consistent basis. PIs and Data Collection Methods: <i>The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss Ordinance/Code updates based on sewer-specific issues	> 5 Years	2-5 years	1-2 years	< 1 year
2	Time since last actual update to Ordinances/Codes based on sewer-specific issues	> 10 Years	5-10 years	2-5 years	< 2 years

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	2. Last updated on 1/15/13, 1546 section 19-1-1
	Value	~2 yr	~4 yrs	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Good – approximately 2 years ago Good – 4.7 years ago Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal: Rehabilitation and Replacement (R/R) Program

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to develop and implement an R/R program. This involves developing a CA&CIP Module for continually prioritizing line segments to be identified for rehabilitation or replacement. Once prioritized line segments are identified and bundled into Capital Improvement Projects (CIPs), appropriate rehabilitation or replacement methods will be analyzed, designed, and constructed.

PIs and Data Collection Methods:

1. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 and have been CCTV inspected that have also been evaluated.*

Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.

2. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned or operations and maintenance repairs assigned.*

Data Collection Method: Determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have capital improvement actions assigned during evaluation. Then, determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have O&M repairs assigned during evaluation. Add the two percentages.

3. *The percentage of CIP bundles assigned to the previous year that are in design or construction.*

Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction.

4. *The number of annual main line structural pipe failures or breaks per 100 miles of pipe.*

Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes as well as the number of repairs or replacements of gravity mains, force mains, and manholes due to emergency structural problems from the central crystal report. Project the total number of year-to-date structural issues to year-end totals. Finally, determine the ratio of structural failures per 100 miles of pipe using the total length of sewer system gravity and pressure main piping (also found in the central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	< 75%	75-85%	85-95%	95-100%
2	% of assets with risk ratings of 4 or 5 that have CIP "actions" assigned or O&M repairs assigned	< 75%	75-85%	85-95%	95-100%
3	% of scheduled CIPs designed or in construction	< 50%	50-60%	60-70%	> 70%
4	# of line failures per 100 miles of pipe	> 4	3-4	2-3	< 2

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	1. 115 assets evaluated out of 319 assets 2. 93 placed in CIP actions out of 121 assets 4. 15 total structural failures over 278.7 total miles of sewer pipe
	Value	47%	77%	48%	5	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Below Goal – 47% Acceptable – 77% Below Goal – 48% Below Goal – 5 failures/100 miles of sewer pipe Recommendation #1: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #2: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #3: Staff needs to set aside more time to get sewer projects into construction. Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal: System Evaluation and Capacity Assurance Program (SECAP)

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to conduct an evaluation of the system and ensure sufficient capacity to convey expected wastewater flows.

PIs and Data Collection Methods:

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*
Data Collection Method: Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.
2. *Frequency of hydraulic model updates*
Data Collection Method: Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Ratio of peak WWF to peak DWF	> 2.0 : 1	1.7:1 – 2.0:1	1.5:1 – 1.7:1	1.3:1 – 1.5:1
2	Time since last hydraulic model update	> 24 months	18-24 months	12-18 months	< 1 year

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	1. Max day: 5.23, ADWF from July-Oct: 3.6 2. Ran for General Plan Scenario Wastewater Hydraulic Review
	Value	1.45	06-2014	

Annual Performance Assessment / Recommendations for Updates

FY 16/17 Ratings:

1. **Excellent** – 1.2:1
2. **Below Goal** – 36 months

Recommendation #1: None.

Recommendation #2: Have utilities engineering department update and possibly run model.

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

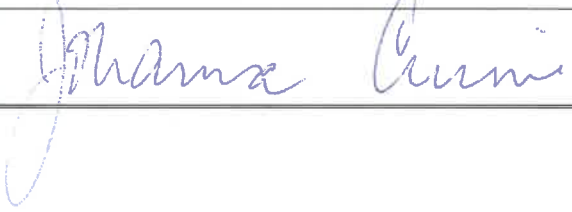
Goal:		Maintain Up-to-date Standards			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis. PIs and Data Collection Methods: <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 5 years	2-5 years	1-2 years	< 1 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	2	2. Last update – 8/8/2016
	Value	-	~1 year	
2 nd Qtr	Goal	1	2	
	Value	-	-	
3 rd Qtr	Goal	1	2	1. Last discussion – 3/20/17
	Value	6 months	-	
4 th Qtr	Goal	1	2	
	Value	-	-	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Good – 6 months ago. Good – 1.1 year ago. Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Rehabilitation and Replacement (R/R) Funding			
Responsible Person (RP): Management Analyst					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time. PIs and Data Collection Methods: 1. <i>The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.</i> Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.] 2. <i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.</i> Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	N/A	Consistent with needs from CA&CIP analysis	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	
	Value	7%	Consistent.	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Excellent – Uses FY 16/17 CIP R/R Funding vs. FY 17 Asset Value for Fund 220 (\$5,923,000.00 vs. \$84,246,475.00) Good – (\$5,923,000.00 vs. \$604,647.00) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/ FY 17

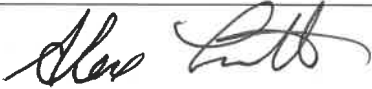
Goal:	Operation and Maintenance Budgeting				
Responsible Person (RP):					
Finance Officer	Kim McKinney				
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts to sufficiently provide and utilize funds to effectively operate and maintain the collection system.					
PIs and Data Collection Methods:					
1. <i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]					
2. <i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Funding provided for O&M budget	< \$1/ft/year	\$1-\$2/ft/year	\$2-\$3/ft/year	> \$3/ft/year
2	O&M operation cost	> 100% budget	95-100% of budget	<95% of budget	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	1. Good – \$2,464,137.68 / 1,036,561 ft of sewer pipe = \$2.38/ ft 2. Good –\$1,968,654.28 / 1,036,561 ft of sewer pipe = \$1.90 per foot (80% of budget)
	Value	\$2.38/ft	\$1.90/ft	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: 1. Good – \$2.50/ft. 2. Good – Within budget. (80%) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 6,000	6,000 – 10,000	10,000-20,000	> 20,000
2	Average footage of sewer laterals treated per quarter	< 1,500	1,500 – 2,500	2,500-5,000	> 5,000
3	% reduction in SSOs attributed to root intrusion from the previous year	< 0	0 – 2.5%	2.5-5%	> 5%

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	3	2. 60% reduction. 2 SSOs this FY. 5 SSOs last FY
	Value	380	60%	
2 nd Qtr	Goal	1	3	3. -100% reduction. 12 SSOs this FY. 6 SSOs last FY
	Value	796	-100%	
3 rd Qtr	Goal	1	3	3. -600% reduction. 7 SSO this FY. 1 SSOs last FY
	Value	896	-600%	
4 th Qtr	Goal	1	3	1&2. May 2017 – Lateral Lining 3. -200% reduction. 3 SSO this FY. 1 SSOs last FY
	Value	1906	-200%	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Below Goal – 3,978 ft of sewer laterals treated for root intrusion. Treatment includes lining. Below Goal – 3,978 ft / 4. 995 ft of sewer laterals treated per fiscal quarter. Below Goal – -85%: 19 SSOs attributed to root intrusion this FY. 13 SSOs last FY. Recommendation #1: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle. Recommendation #2: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle. Recommendation #3: None.				

Signature of Responsible Person: (sign after annual review)	Date:
	10/30/17

Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP. PIs and Data Collection Methods: <i>The percentage of public documentation online links that are properly uploaded with their most current versions. Links are found on the Utility Infrastructure page of the City of Woodland website, under the Public Works Division. Complete public documentation includes the most recent copy of the SSMP and the most current internal audit documentation.</i> Data Collection Method: Review links quarterly. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of Updated Public Documentation	< 50%	50%	100%	N/A
2	# of Public Comment Email Responses	N/A	N/A	N/A	N/A
3	% Public Comment Emails Responded To	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	2. Total of 4 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 4 were responded to
	Value	100%	N/A	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – SSMP (2015 Revision) and Audit files (FY15/16) online links working. N/A – 4 emails received. Excellent – 4 out of 4 emails were responded to in an appropriate amount of time. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/30/17

Goal:		Response to Service Requests			
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts taken to effectively respond to customer service calls.					
PIs and Data Collection Methods:					
1. <i>The average response time for an urgent call.</i>					
Data Collection Method: Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from the central crystal report.					
2. <i>The average response time for a routine call.</i>					
Data Collection Method: Determine the average response time for “priority 3” (routine) service calls from the central crystal report.					
3. <i>Average number of service calls per 100 miles of pipe per year.</i>					
Data Collection Method: Determine the total number of year-to-date service calls from the central crystal report, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Response time for urgent calls	> 1 day	1 day	8 hours	1 hour
2	Response time for routine calls	> 1 week	1 week	3 days	1 day
3	Average # of service calls / 100 miles of pipe	> 200	150-200	100-150	< 100

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted. 3. 263 service requests
	Value	11 hours	10.5 hours	94 calls / 100 miles	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Acceptable – Average response time for an urgent call is 11 hours. Good – Average response time for a routine service call is 10 hours. Excellent – 94 is the average # of service calls/100 mi pipe. Recommendation #1: Increase sewer staff could reduce the average response time for an urgent call. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
<i>Susan R Parker</i>	10/30/17

Goal:	Staffing				
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the City of Woodland to meet the necessary effort required to implement the City SSMP. PIs and Data Collection Methods: 1. <i>The percentage of vacant staff positions in the divisions listed above.</i> Data Collection Method: Keep track manually.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of vacant positions	> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value	Performance Assessment Comments	
FY 16/17	Goal	1	
	Value	7%	
Annual Performance Assessment / Recommendations for Updates			
FY 16/17 1. Good/Acceptable – 13 out of 14 positions were filled in the sewer group. 7% vacant staff. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	10/30/17

Goal:	Employee Recognition			
Responsible Person (RP): Chief Collections Systems Operator				
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.				
PIs and Data Collection Methods: 1. <i>The frequency with which awards are distributed to O&M staff</i> Data Collection Method: Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year.				
	Performance Indicators	Rating		
		Below Goal	Acceptable	Good
1	Time since last awards distribution: Operation & Maintenance staff	< 6 months	6 months	1 Quarter
				Excellent
				1 month

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
1 st Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	0	
2 nd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
3 rd Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	3	
4 th Qtr	Goal	1	1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters
	Value	2	
Annual Performance Assessment / Recommendations for Updates			
FY 16/17 Ratings: 1. Good – Total of 7 letters of acknowledgement received by O&M Staff: average of 1 letter every two months. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	10 / 27 / 17

Goal: Fats, Oils, and Grease (FOG) Control Program

Responsible Person (RP):
Environmental Compliance Inspector

Description of Performance Indicator(s) (PIs):

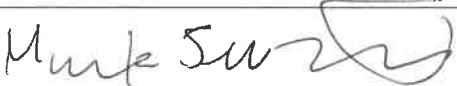
The PIs listed below quantify the efforts to operate an effective and efficient FOG control program.

PIs and Data Collection Methods:

1. *The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.*
Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.
2. *The percentage of Pollution Prevention Program (PPP) permit holder inspections completed per quarter.*
Data Collection Method: Keep track manually using total number of PPP permit holders and number of inspection forms.
 [Note: when PPP program managed through CityWorks, a query can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]
3. *The number of public education outreach events conducted per year.*
Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.
4. *Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.*
Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	% completed of PPP permits inspections	<90%	90-95%	95-100%	100%
3	Annual # of FOG control public education events	< 200	200-300	300-400	> 400
4	Time since last coordination meeting with Environmental Compliance and O&M staff	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
1 st Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	110	0 mo	
2 nd Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	120	1 mo	
3 rd Qtr	Goal	1	2	3	4	1. No incident this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	100	4 mo	
4 th Qtr	Goal	1	2	3	4	1. No incidents this FY, 0 incidents last FY. 2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.
	Value	0%	100%	110	7 mo	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 0 incidents this year, 0 incidents last year. 0% reduction. Excellent – 100% of all PPP permit holders inspected every quarter. Excellent – Total of 440 outreach events conducted, generally information handed out at site visits. Below Goal – Met once this FY, over 6 months ago. Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: quarterly for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs). Recommendation #1: None. Recommendation #2: None. Recommendation #3: None. Recommendation #4: Reassign Alex Truitt to schedule coordination meetings with Environmental Compliance and O&M staff.						

Signature of Responsible Person: (sign after annual review)	Date:
	10/27/2017

Goal: High Velocity Vacuum Cleaning (HVVC)

Responsible Person (RP):
Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.

PIs and Data Collection Methods:

1. *The total footage of the collection system cleaned per year with HVVC.*
Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.
2. *The total number of pipe segments cleaned with HVVC per year.*
Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.
3. *The average footage cleaned per 16 hours of work (one full day for a crew of 2).*
Data Collection Method: Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.
4. *The percentage of CCTV inspections that were conducted where pre-cleaning was completed.*
Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet cleaned / year	< 210,000	210,000-240,000	240,000-300,000	> 300,000
2	Pipe segments cleaned / year	< 700	700-900	900-1000	> 1000
3	Footage cleaned / 16 work hours	<1800	1800-2300	2300-2500	> 2500
4	% Pipe segments pre-cleaned prior to CCTV inspection	< 70%	70-80%	80-90%	> 90%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16-17	Goal	1	2	3	4	1 and 2 goals' values are numerically worse than last year's statistics.
	Value	293,809	1,046	2,740	94%	
Annual Performance Assessment / Recommendations for Updates						
FY 16-17 Ratings: Good – 293,809 ft cleaned per year with HVVC. Excellent – 1,046 segments cleaned with HVVC per year. Excellent – 2,740 feet cleaned per unit. Excellent – 94% of sewer main segments are pre-cleaned prior to CCTV. Only counted segments with 'SGM#' and if there was jetting/heavy cleaning done on the Crystal Report. Recommendation #1: Review rating divisions to increase expectations. Recommendation #2: None. Recommendation #3: None. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		System Mapping			
Responsible Person (RP):		GIS Analyst			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to provide up-to-date maps of assets in the collection systems and other applicable facilities (i.e., stormwater facilities, waterways, etc.). This effort involves completing map change requests in a timely fashion. Map change requests come from three sources; namely, 1) variations observed in the field, 2) changes from rehabilitation or replacement, and 3) additional assets from new development. PIs and Data Collection Methods: <i>The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.</i> Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report. <i>The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps</i> Data Collection Method: Use the Tyler Eden Project Module under Sewer CIP to determine the number of rehabilitation and/or replacement projects in construction through crystal report. Determine the number of GPS sites visited that were/are currently in construction. <i>The % of new development sites that have been GPS'd</i> Data Collection Method: Track new developments under current construction, manually. Check these areas of new developments for availability of sewer data in GIS and determine the percentage of subdivision sites that have been GPS'd. [note: spreadsheet of new developments available through Miguel Chavez.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Average time for redline updates	> 12 days	10-12 days	8-9 days	< 7 days
2	% of sites GPS'd from CIP Sewer R&R in construction	< 25%	25-70%	70-100%	100%
3	% of new development sites GPS'd	< 50 %	50-85%	85-100%	100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1			
	Value	3 days			
2 nd Qtr	Goal	1			
	Value	12 days			
3 rd Qtr	Goal	1			
	Value	4 days			
4 th Qtr	Goal	1	2	3	2. 8 out of 9 sites were GPS'd from CIP Sewer R&R in construction. 3. All areas of new development/R&R locations with sewer involvement have been GPS'd.
	Value	12 days	89%	100%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – Year end average is 7 days. Excellent – 89% of R&R sites listed as CIP Projects have GIS data on sewer infrastructure. Excellent – 100% of new development sites have GIS data on sewer infrastructure. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10.27.17

Goal:	Operation and Maintenance Budgeting
Responsible Person (RP): Finance Officer	Kim McKinney
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to sufficiently provide and utilize funds to effectively operate and maintain the collection system.	
PIs and Data Collection Methods:	
1. <i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]	
2. <i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i> Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.	

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	1. Good – \$2,464,137.68 / 1,036,561 ft of sewer pipe = \$2.38/ ft 2. Good –\$1,968,654.28 / 1,036,561 ft of sewer pipe = \$1.90 per foot (80% of budget)
	Value	\$2.38/ft	\$1.90/ft	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: 1. Good – \$2.50/ft. 2. Good – Within budget. (80%) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

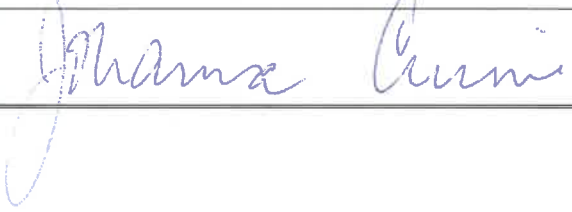
Goal:		Preventative Maintenance Effectiveness			
Responsible Person (RP): Chief Collections Systems Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the effectiveness of the preventative maintenance program in limiting time and expenses required to respond to emergency calls and failures of the sanitary sewer system.					
PIs and Data Collection Methods:					
1. <i>The percentage of work orders that are emergency.</i> Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).					
2. <i>The percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work.</i> Data Collection Method: Determine from central crystal report. Emergency work orders include the following CityWorks priority categories: “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call).					
3. <i>The percentage of accountable labor and material costs that are attributed to emergency work on private laterals.</i> Data Collection Method: Determine the total year-to-date work order costs (labor and materials) for all “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) work orders associated with sewer laterals from the central crystal report. Determine the percentage of the total year-to-date work order costs (also from central crystal report) associated with the sewer collection system these “lateral emergency” work orders represent.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of work orders that are emergencies	> 40%	30-40%	20-30%	< 20%
2	% of Labor and Material Costs that is Emergency Work	> 30%	20-30%	10-20%	0-10%
3	% of Labor and Material Costs that is Emergency Work on Private Laterals	> 20%	10-20%	5-10%	0-5%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	1. 292 out of 1,533 WOs 2. \$232,594.56 out of \$801,170.53 3. \$4,857.74 out of \$232,594.56
	Value	19%	29%	2.1%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – 19% Acceptable – 29% Excellent - 2.1% Recommendation #1: None. Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Rehabilitation and Replacement (R/R) Funding			
Responsible Person (RP): Management Analyst					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time. PIs and Data Collection Methods: 1. <i>The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.</i> Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.] 2. <i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.</i> Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module. [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	N/A	Consistent with needs from CA&CIP analysis	N/A

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	
	Value	7%	Consistent.	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: Excellent – Uses FY 16/17 CIP R/R Funding vs. FY 17 Asset Value for Fund 220 (\$5,923,000.00 vs. \$84,246,475.00) Good – (\$5,923,000.00 vs. \$604,647.00) Recommendation #1: None. Recommendation #2: None.				

Signature of Responsible Person: (sign when complete)	Date:
	10/27/ FY 17

Goal: Rehabilitation and Replacement (R/R) Program

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to develop and implement an R/R program. This involves developing a CA&CIP Module for continually prioritizing line segments to be identified for rehabilitation or replacement. Once prioritized line segments are identified and bundled into Capital Improvement Projects (CIPs), appropriate rehabilitation or replacement methods will be analyzed, designed, and constructed.

PIs and Data Collection Methods:

1. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 and have been CCTV inspected that have also been evaluated.*

Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.

2. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned or operations and maintenance repairs assigned.*

Data Collection Method: Determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have capital improvement actions assigned during evaluation. Then, determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have O&M repairs assigned during evaluation. Add the two percentages.

3. *The percentage of CIP bundles assigned to the previous year that are in design or construction.*

Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction.

4. *The number of annual main line structural pipe failures or breaks per 100 miles of pipe.*

Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes as well as the number of repairs or replacements of gravity mains, force mains, and manholes due to emergency structural problems from the central crystal report. Project the total number of year-to-date structural issues to year-end totals. Finally, determine the ratio of structural failures per 100 miles of pipe using the total length of sewer system gravity and pressure main piping (also found in the central crystal report).

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module	< 75%	75-85%	85-95%	95-100%
2	% of assets with risk ratings of 4 or 5 that have CIP "actions" assigned or O&M repairs assigned	< 75%	75-85%	85-95%	95-100%
3	% of scheduled CIPs designed or in construction	< 50%	50-60%	60-70%	> 70%
4	# of line failures per 100 miles of pipe	> 4	3-4	2-3	< 2

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	1. 115 assets evaluated out of 319 assets 2. 93 placed in CIP actions out of 121 assets 4. 15 total structural failures over 278.7 total miles of sewer pipe
	Value	47%	77%	48%	5	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Below Goal – 47% Acceptable – 77% Below Goal – 48% Below Goal – 5 failures/100 miles of sewer pipe Recommendation #1: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #2: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects. Recommendation #3: Staff needs to set aside more time to get sewer projects into construction. Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Replacement Parts			
Responsible Person (RP): Equipment Services Clerk / Utility Maintenance Worker / WPCF Operator					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to ensure that adequate reserves of replacement parts are available to respond to foreseeable emergency situations that may arise within the collection system.					
PIs and Data Collection Methods:					
1. <i>Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Report generated through Fleet Software System semi-annually.			
2. <i>Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Keep track manually.			
3. <i>Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.</i>		Data Collection Method: Keep track manually.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of Fleet equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
2	Frequency of pipeline / manhole equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly
3	Frequency of lift station equipment and replacement part inventory review	>Annually	Annually / Semi-annually	Semi-annually / Quarterly	> Quarterly

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
2 nd Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
3 rd Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	
4 th Qtr	Goal	1	2	3	
	Value	Cont	Qrtly	Semi-annually	

Annual Performance Assessment / Recommendations for Updates

FY 16/17 Ratings:

1. **Excellent** – Monitoring occurs on a real-time basis using FASTER Fleet.
2. **Excellent** – Quarterly.
3. **Acceptable** – Inventory conducted semi-annually, with parts ordered as soon as repair or replacement is completed.

Recommendation #1: Review PI with Fleet to determine necessary documentation.

Recommendation #2: Review PI with O&M staff to determine necessary documentation.

Recommendation #3: Review PI to determine necessary documentation.

Signature of Responsible Person - Fleet: (sign when complete)	Date:
	10-27-17

Signature of Responsible Person - WPCF: (sign when complete)	Date:
	10-27-17

Signature of Responsible Person – O&M: (sign when complete)	Date:
	10/27/17

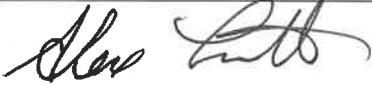
Goal:		Response to Service Requests			
Responsible Person (RP): Administrative Clerk					
Description of Performance Indicator(s) (PIs):					
The PIs listed below quantify the efforts taken to effectively respond to customer service calls.					
PIs and Data Collection Methods:					
1. <i>The average response time for an urgent call.</i>					
Data Collection Method: Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from the central crystal report.					
2. <i>The average response time for a routine call.</i>					
Data Collection Method: Determine the average response time for “priority 3” (routine) service calls from the central crystal report.					
3. <i>Average number of service calls per 100 miles of pipe per year.</i>					
Data Collection Method: Determine the total number of year-to-date service calls from the central crystal report, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Response time for urgent calls	> 1 day	1 day	8 hours	1 hour
2	Response time for routine calls	> 1 week	1 week	3 days	1 day
3	Average # of service calls / 100 miles of pipe	> 200	150-200	100-150	< 100

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 16/17	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted. 3. 263 service requests
	Value	11 hours	10.5 hours	94 calls / 100 miles	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Acceptable – Average response time for an urgent call is 11 hours. Good – Average response time for a routine service call is 10 hours. Excellent – 94 is the average # of service calls/100 mi pipe. Recommendation #1: Increase sewer staff could reduce the average response time for an urgent call. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
<i>Susan R Parker</i>	10/30/17

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	< 6,000	6,000 – 10,000	10,000-20,000	> 20,000
2	Average footage of sewer laterals treated per quarter	< 1,500	1,500 – 2,500	2,500-5,000	> 5,000
3	% reduction in SSOs attributed to root intrusion from the previous year	< 0	0 – 2.5%	2.5-5%	> 5%

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	3	2. 60% reduction. 2 SSOs this FY. 5 SSOs last FY
	Value	380	60%	
2 nd Qtr	Goal	1	3	3. -100% reduction. 12 SSOs this FY. 6 SSOs last FY
	Value	796	-100%	
3 rd Qtr	Goal	1	3	3. -600% reduction. 7 SSO this FY. 1 SSOs last FY
	Value	896	-600%	
4 th Qtr	Goal	1	3	1&2. May 2017 – Lateral Lining 3. -200% reduction. 3 SSO this FY. 1 SSOs last FY
	Value	1906	-200%	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings:				
1. Below Goal – 3,978 ft of sewer laterals treated for root intrusion. Treatment includes lining.				
2. Below Goal – 3,978 ft / 4. 995 ft of sewer laterals treated per fiscal quarter.				
3. Below Goal – -85%: 19 SSOs attributed to root intrusion this FY. 13 SSOs last FY.				
Recommendation #1: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle.				
Recommendation #2: Possibly reduce the rating criteria to account for a 15 year cycle instead of a 7 year cycle.				
Recommendation #3: None.				

Signature of Responsible Person: (sign after annual review)	Date:
	10/30/17

Goal: System Evaluation and Capacity Assurance Program (SECAP)

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to conduct an evaluation of the system and ensure sufficient capacity to convey expected wastewater flows.

PIs and Data Collection Methods:

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*
Data Collection Method: Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.
2. *Frequency of hydraulic model updates*
Data Collection Method: Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Ratio of peak WWF to peak DWF	> 2.0 : 1	1.7:1 – 2.0:1	1.5:1 – 1.7:1	1.3:1 – 1.5:1
2	Time since last hydraulic model update	> 24 months	18-24 months	12-18 months	< 1 year

Periodic Performance Tracking

Date	Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	1. Max day: 5.23, ADWF from July-Oct: 3.6 2. Ran for General Plan Scenario Wastewater Hydraulic Review
	Value	1.45	06-2014	

Annual Performance Assessment / Recommendations for Updates

FY 16/17 Ratings:

1. **Excellent** – 1.2:1
2. **Below Goal** – 36 months

Recommendation #1: None.

Recommendation #2: Have utilities engineering department update and possibly run model.

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Mitigation of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to mitigate any SSOs that occur.

PIs and Data Collection Methods:

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*

Data Collection Method: Calculate manually from either completed City of Woodland SSO report forms filed year-to-date, or from information entered into the CIWQS database. Calculate % captured volume for all categories of SSOs (including from private laterals) for which the “description of terrain surrounding the point of blockage or spill cause” is described as flat. For each SSO event, determine the “% captured” as the volume of sewage recovered and returned to the sewer system divided by the total spill volume. Then, average the % captured for all spills in the year-to-date period.

[Note: The City of Woodland has no areas with slopes greater than 5%.]

2. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*

Data Collection Method: Review the central crystal report. Manually compare this list to SSO report forms filed year-to-date. For each year-to-date SSO, determine if a corresponding follow-up CCTV inspection was completed. Manually calculate the time between when each SSO is reported to the date a follow-up CCTV inspection was calculated. If there are SSOs for which a CCTV inspection has not been conducted, exclude from calculation. Average the CCTV inspection response time for all year-to-date SSOs.

3. *The percentage of SSO Events that were followed by an inspection of the line with CCTV to investigate the cause.*

Data Collection Method: Review the central crystal report which lists all year-to-date SSOs and count number of SSOs without a CCTV inspection completed. Compare to total number of all year-to-date SSOs.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% captured of SSO (flat, 1-5%)	<70%	70%-80%	80-90%	90-100%
2	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
3	% of SSO Events investigated with CCTV	< 75%	75-90%	90-95%	95-100%

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
FY 16/17	Goal	1	2	3	2. 43 CCTV'd SSOs were CCTV'd in 1 day. 1 SSO was CCTV'd in 9 days. 2 SSOs were not shown to have CCTV done. 3. 2 SSOs of 46 total did not have a follow-up CCTV inspection.
	Value	100%	1.1 day	96%	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Excellent – 100% of SSO volume captured in flat areas. Excellent – 1.1 day Excellent – 96% of SSOs were followed up with a CCTV inspection. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:**Prevention of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to prevent the occurrence of SSOs.

PIs and Data Collection Methods:

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*

Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals. Divide this number by the total footage of gravity mains and force mains in the City (also available on the central crystal report).

2. *The percent reduction in SSOs from the previous year.*

Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals and compare to the number of SSOs that occurred last year to determine the % reduction.

3. *The number of repeat SSOs in a five year period.*

Data Collection Method: Review the central crystal report which lists all SSOs by asset type over the last five year period, sorted by Facility ID. Manually determine the number of repeat SSOs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

4. *The percentage of repeat SSOs followed by mitigation, such as root treatment or repair work.*

Data Collection Method: Keep track manually of repeat SSO locations. Search for work orders on the lateral line, sewer clean out, and sewer pipe IDs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	# of SSOs / 100 miles / year	>5	5	3.5	2.3
2	% reduction of SSOs from previous year	< 0%	0-5%	5-10%	> 10%
3	# of repeat SSOs / 5 years	> 0	-	-	0
4	% of repeat SSOs followed by mitigation	< 70%	70-80%	80-100%	100%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
FY 16/17	Goal	1	2	3	4	2. No possible improvement 4. 5 out of 6 SSOs had clear follow-ups
	Value	0	N/A	6	50%	
Annual Performance Assessment / Recommendations for Updates						
FY 16/17 Ratings: Excellent – 0 Main SSOs per 100 mi of pipe. Excellent – 0 Main SSO occurrence this FY vs. 0 SSO occurrences this FY. N/A. Below Goal – 6 repeat SSO's in last 5 fiscal years. Good – 83% Recommendation #1: None. Recommendation #2: None. Recommendation #3: Ratings may need to be revised to create achievable standards. Recommendation #4: None.						

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Response to Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):

Collections Systems Operator

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to effectively respond to SSOs. *Response time* is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.

Data Collection Methods

1. *The average response time during normal business hours (M-F 7am-4pm).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing "Date and time sanitary sewer system agency was notified of or discovered spill" to "Estimated Operator arrival date/time" and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.

2. *The average response time after hours (M-F 4pm-7am, weekends, holidays).*

Data Collection Method: Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing "Date and time sanitary sewer system agency was notified of or discovered spill" to "Estimated Operator arrival date/time" and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	SSO response time during normal hours	>30 min	30 min	20 min	15 min
2	SSO response time after normal hours	>1 hr	1 hr	45 min	30 min

Periodic Performance Tracking

Date	Measured Value		Performance Assessment Comments
FY 16/17	Goal	1 2	1 & 2 reported in minutes.
	Value	15 25	

Annual Performance Assessment / Recommendations for Updates**FY 16/17 Ratings:**

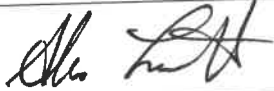
1. **Excellent** – Average response time is 15 minutes.
2. **Excellent** – Average response time is 25 minutes.

Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)

Date:



10 / 27 / 17

Goal:	Staffing					
Responsible Person (RP): Administrative Clerk						
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the City of Woodland to meet the necessary effort required to implement the City SSMP. PIs and Data Collection Methods: 1. <i>The percentage of vacant staff positions in the divisions listed above.</i> Data Collection Method: Keep track manually.						
	Performance Indicators		Rating			
			Below Goal	Acceptable	Good	Excellent
1	% of vacant positions		> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	Measured Value	Performance Assessment Comments	
FY 16/17	Goal	1	
	Value	7%	
Annual Performance Assessment / Recommendations for Updates			
FY 16/17 1. Good/Acceptable – 13 out of 14 positions were filled in the sewer group. 7% vacant staff. Recommendation #1: None.			

Signature of Responsible Person: (sign when complete)	Date:
	10/30/17

Goal:		Maintain Up-to-date Standards			
Responsible Person (RP): Principal Utilities Civil Engineer					
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis. PIs and Data Collection Methods: <i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.</i> Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available. <i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i> Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	0.5-1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 5 years	2-5 years	1-2 years	< 1 year

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
1 st Qtr	Goal	1	2	2. Last update – 8/8/2016
	Value	-	~1 year	
2 nd Qtr	Goal	1	2	
	Value	-	-	
3 rd Qtr	Goal	1	2	1. Last discussion – 3/20/17
	Value	6 months	-	
4 th Qtr	Goal	1	2	
	Value	-	-	
Annual Performance Assessment / Recommendations for Updates				
FY 16/17 Ratings: 1. Good – 6 months ago. 2. Good – 1.1 year ago. Recommendation #1: None. Recommendation #2: None.				

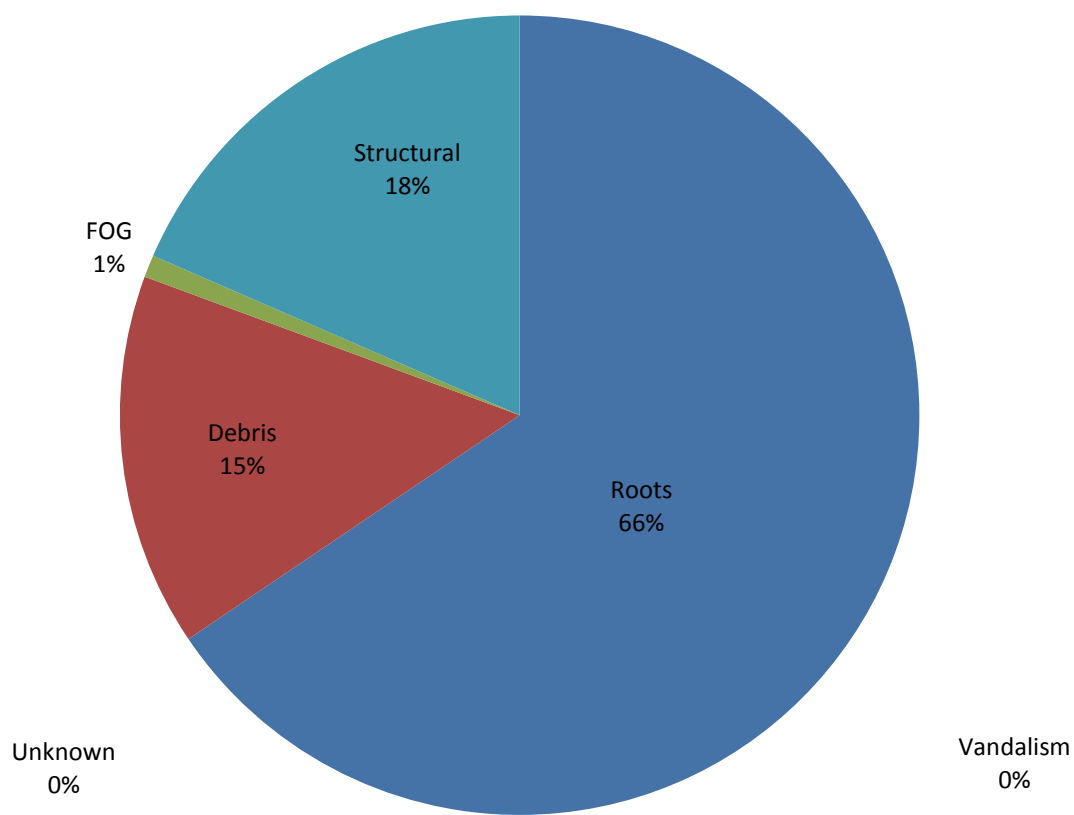
Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

Goal:		Staff Training			
Responsible Person (RP):		Chief Collections Systems Operator			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the effort required to ensure that regular training takes place. PIs and Data Collection Methods: <i>The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field / equipment training exercises are conducted by the O&M staff.</i> Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period. <i>The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.</i> Data Collection Method: Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Frequency of tabletop / tailgate training	<Biweekly	Biweekly	Weekly	>Weekly
2	Frequency of field / equipment training	<Quarterly	Quarterly	Bimonthly	Monthly
3	Frequency of SSO response training	<Quarterly	Quarterly	Bimonthly	Monthly

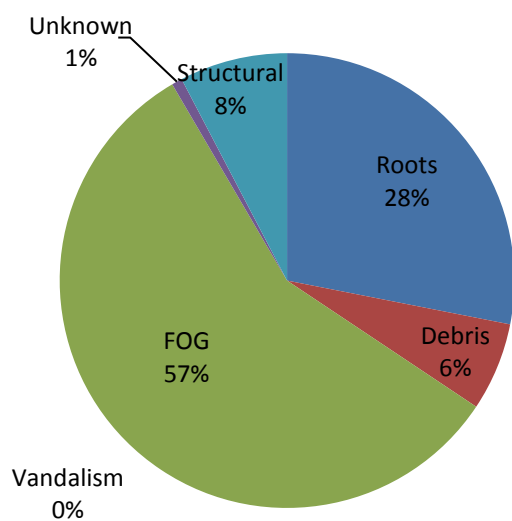
Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1 st Qtr	Goal	1	2	3	1. 8 total. Average of 3 tabletop/tailgates per month. 2. 9 total. 3. 1 total.
	Value	8	9	1	
2 nd Qtr	Goal	1	2	3	1. 8 total. Average of 3 tabletop/tailgate per month. 2. 0 total. 3. 1 total.
	Value	7	-	1	
3 rd Qtr	Goal	1	2	3	1. 7 total. Average of 2 tabletop/tailgates per month. 2. 0 total. 3. 1 total.
	Value	7	-	1	
4 th Qtr	Goal	1	2	3	1. 7 total. Average of 2 tabletop/tailgates per month. 2. 1 total. 3. 1 total.
	Value	7	1	1	
Annual Performance Assessment / Recommendations for Updates					
FY 16/17 Ratings: Acceptable – Approximately biweekly tailgate meetings: 29 total in fiscal year. Good – Bimonthly field/equipment training. 10 total in fiscal year. Acceptable – Quarterly. 4 total in fiscal year. O&M working to have monthly training for SSOs. Recommendation #1: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #2: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training. Recommendation #3: None.					

Signature of Responsible Person: (sign when complete)	Date:
	10/27/17

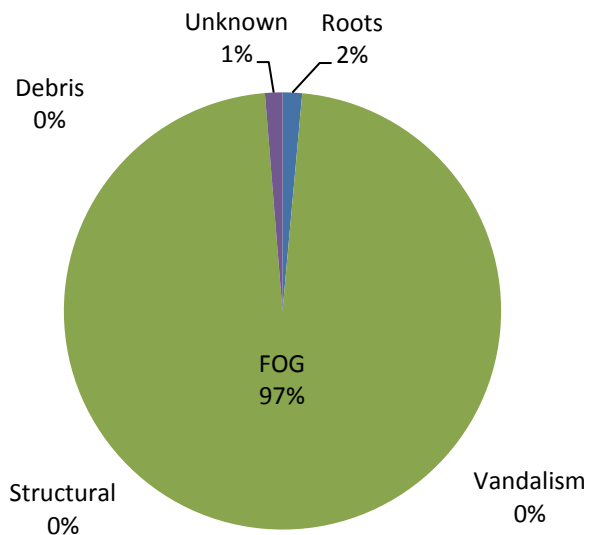
City's Spill Volume FY 17-18



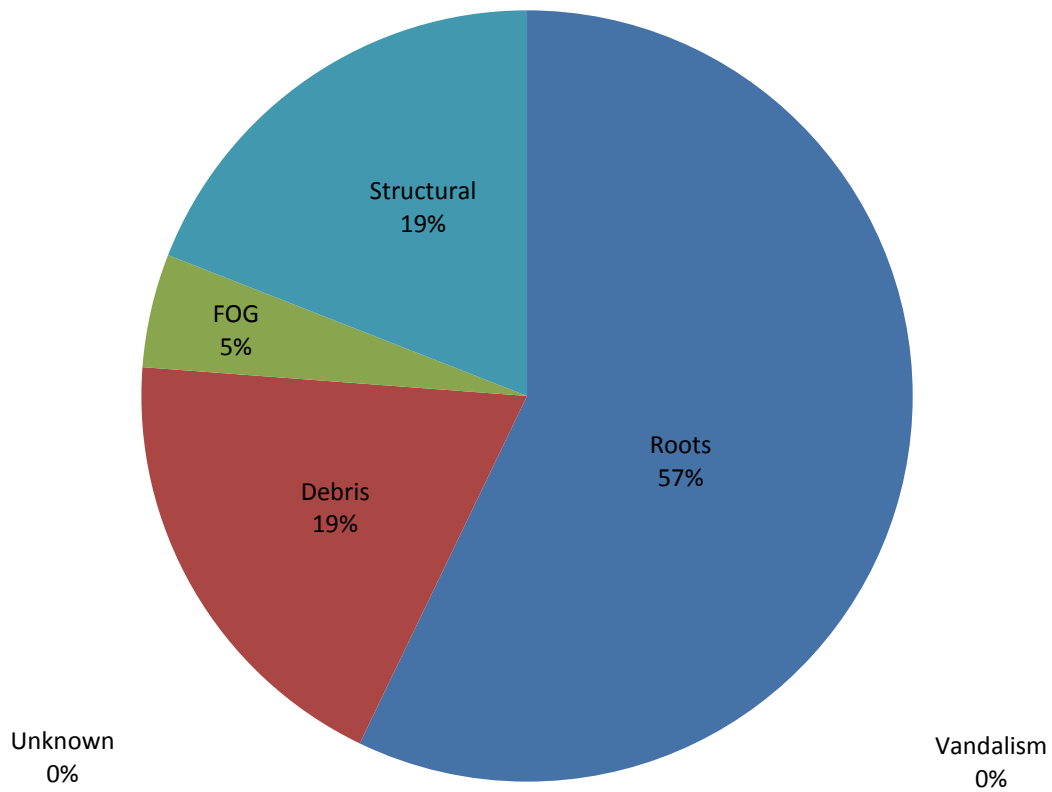
Total Spill Volume FY 17-18



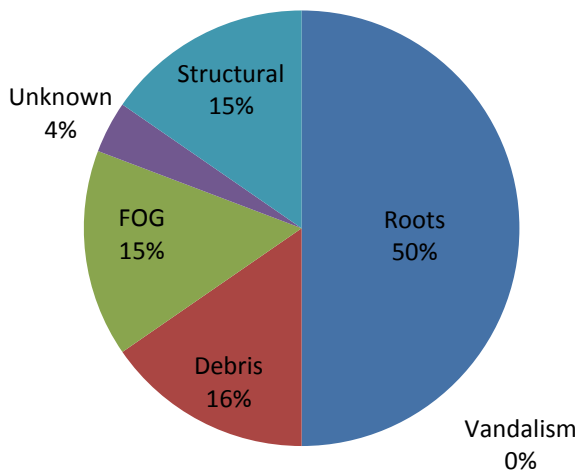
Private's Spill Volume FY 17-18



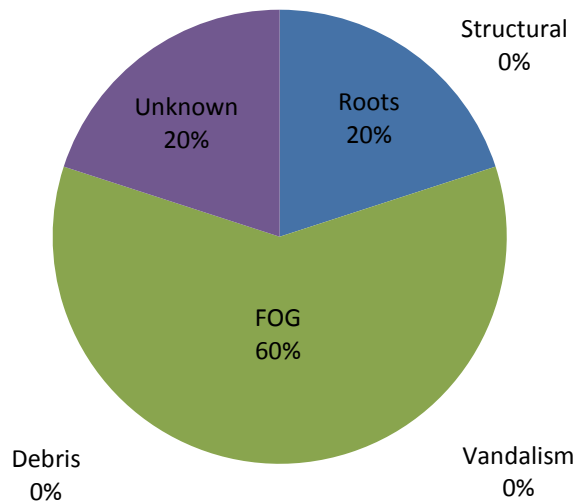
City's SSO Causes FY 17-18



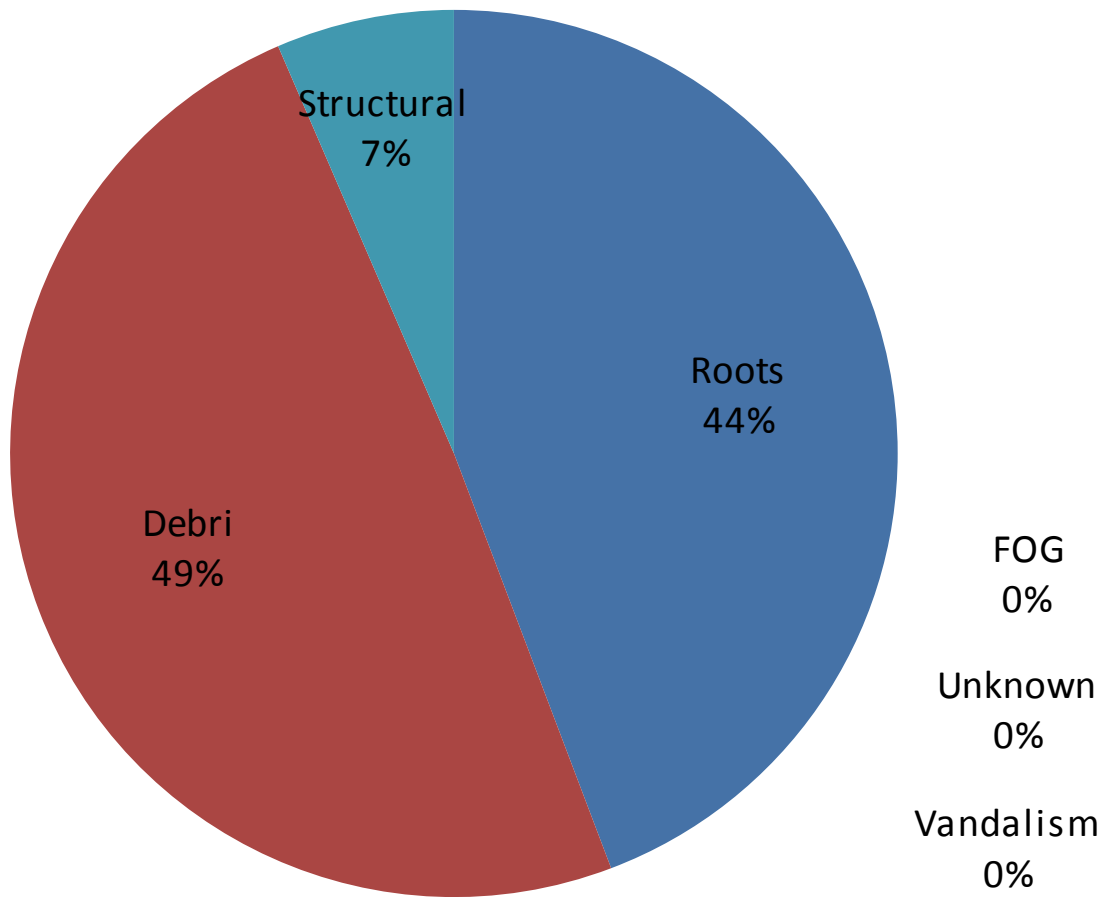
Total SSO Causes FY 17-18



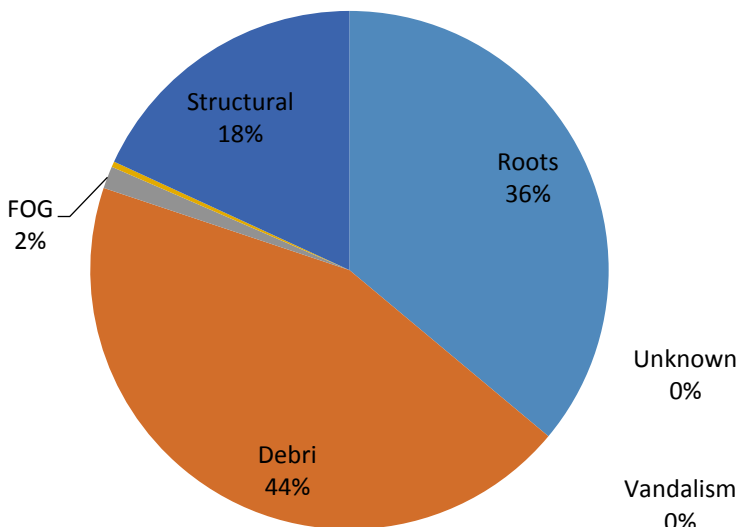
Private's SSO Causes FY 17-18



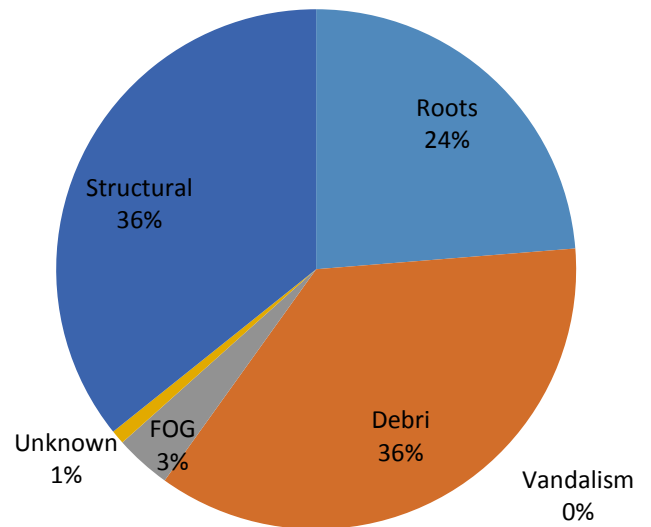
City's Spill Volume FY 16-17



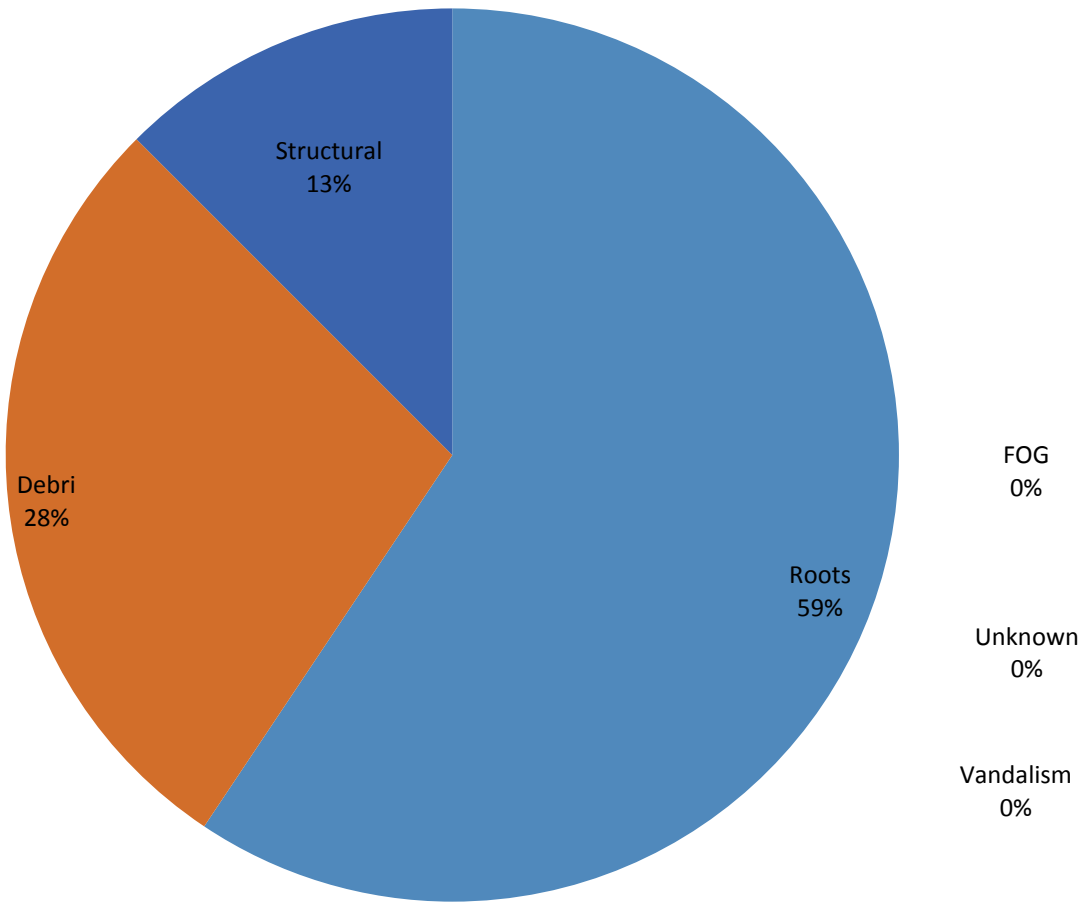
Total Spill Volume FY 16-17



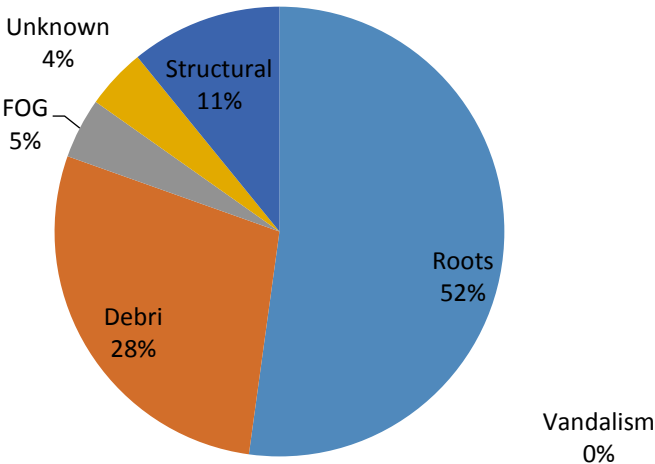
Private's Spill Volume FY 16-17



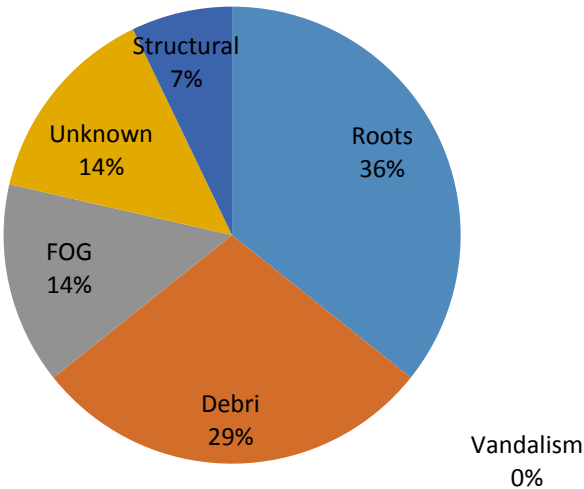
City's SSO Causes FY 16-17



Total SSO Causes FY 16-17



Private's SSO Causes FY 16-17



City of Woodland
Sewer System Management Plan
Change Log

Date	SSMP Element/Section	Description of Change/Revision Made	Change Authorized By
11/13/2018	Maintaining Codes and Ordinances	Revised ratings of PI#2 to provide for longer timeframes between actual updates to Ordinances/Codes based on sewer-specific issues. Previous range: >10 years / 5-10 years / 2-5 years / < 2 years	Tim Busch
11/13/2018	SECAP	Revised ratings of PI#2 to provide for longer timeframes between hydraulic model updates. Previous range: > 24 months / 18 – 24 months / 12 – 18 months / < 1 year	Tim Busch
11/13/2018	Standards Update	Revised PI#2 to provide for longer timeframes between actual updates to standards. Previous range: > 5 years / 2 – 5 years / 1 – 2 years / < 1 year	Tim Busch



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.7.
SUBJECT: Final Acceptance and Notice of Completion for 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06 and Approve Construction Contingency.

Recommendation for Action: Staff recommends that the City Council:

1. Approve the reallocation of \$96,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06; and
2. Approve construction contingencies of up to \$233,000 (55% of the contract award amount of \$429,000) for a total contract amount of \$662,000; and
3. Adopt Resolution No. _____, accepting the 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP #18-06 as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact:

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

Fiscal Impact:

The 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP #18-06, was created July 18, 2017 with a budget of \$575,000. The funding source is the Sewer Enterprise Fund. The final project cost for the drying and hauling work is \$671,000 including construction, construction contingency, construction management, and project management. The increase in the project cost requires the transfer of \$96,000 in sewer enterprise funds.

The construction contract was awarded for \$429,000 with a \$107,250 (25%) contingency. The final biosolids quantity exceeded the bid quantity by 55%, resulting in change orders totaling \$233,000 and a final construction cost of \$662,000. Project management and construction management costs were approximately \$9,000 making the total project cost \$671,000.

There is no impact to the General Fund.

Background:

The City's Water Treatment Control Facility (WPCF) generates biosolids as a result of the wastewater treatment process. The WPCF utilizes a series of ponds to accumulate and stabilize the biosolids over time. Over the past few decades, a significant quantity of biosolids have accumulated. Staff have not maintained records as to the volume of biosolids deposited in the ponds.

A 25% contingency was included at project award due to the uncertainty in the quantity of accumulated biosolids. The pond was loaded with biosolids in the 1990's and there is no documentation as to the quantity or duration of time that biosolids accrued in the pond. There was additional uncertainty as to the configuration of the pond. Each pond is 11 acres in size, however, there are no records as to whether the bottom of the pond is flat or sloped.

Another factor is the moisture content of the biosolids. The project specifications require the contractor to dry

the material to at least 50% dry prior to hauling. The project pays the contractor on a dry weight basis to encourage the contractor to dry the material more thoroughly and reduce project costs through reduced hauling and tipping fees. The contractor dried the material to an average of 75% dry.

During construction it was observed that the pond bottom was sloped and approximately 12-18 inches deeper on the east end than the west end. This sloped configuration resulted in a significantly higher quantity of biosolids than was originally estimated. The ponds are maintained with a water cap to prevent odors, so this sloped configuration was not visible during design or even during the initial drying period in construction.

The total amount of biosolids hauled from Pond 7 was 9,270 dry tons compared with the bid quantity of 6,000 dry tons. Staff negotiated the cost of the extra work and the contractor agreed to hold the bid price for drying and hauling the additional biosolids.

Ramps were constructed as part of this project to access the pond bottom. A minor change order to add rock slope protection at a cost of \$6,200 was included to protect the ramps from erosion and allow for future use.

Additional work included exploratory potholing in Pond 8 to better estimate biosolid quantity for future projects.

The WPCF Waste Discharge Permit requires the WPCF to make a good faith effort to begin disposal of this material.

Discussion

One change order was executed during the project and a second change order is expected to be executed, resulting in a total amount of \$233,000, which is \$125,750 over the Council approved contingency. The primary catalyst for the change order was the discovery of the sloped bottom condition of the pond and resultant increase in amount of stored biosolids over the estimate. This is not surprising for a project of this nature when no records are available on the construction of the ponds or the amount of biosolids that had accrued in the pond.

See below for a breakdown of the project costs:

Construction \$429,000

Change Orders \$233,000

Total Construction Cost \$662,000

Project/Construction Management \$9,000

Total Project Costs \$671,000

Conclusion

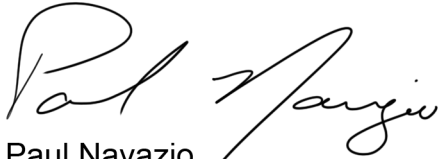
Staff recommends that the City Council:

1. Approve the reallocation of \$96,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06; and
2. Approve construction contingencies of up to \$233,000, 55% of the contract award amount of \$429,000, for a total contract amount of \$662,000; and
3. Adopt Resolution No. _____, accepting the 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP #18-06 as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, City Engineer

Ken Hiatt, Assistant City Manager / Community & Economic Development Director



Paul Navazio
City Manager

Attachments:

1. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE 2018 WPCF POND 7 BIOSOLIDS DRYING AND REMOVAL PROJECT, CIP 18-06 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

WHEREAS, the City Council approved the plans and specifications for 2018 WPCF Pond 7 Biosolids Drying and Removal, CIP 18-06 (the “Project”) and authorized advertisement for bids on August 22, 2017; and the City of Woodland advertised for bids on February 13, 2018; and

WHEREAS, the City Council, on April 3, 2018, approved the construction contract with Sierra National Construction, Inc. in the amount of \$429,000 and approved a 25% construction contingency in the amount of \$107,250; and

WHEREAS, the construction of the Project began on May 7, 2018 and was completed in October 2018; and

WHEREAS, the actual quantity of biosolids exceeded the bid quantity by 55% resulting in a need for increased budget and contingency authorization.

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

Section 1. The City Council hereby approves the reallocation of \$96,000 of Sewer Enterprise Funds from WPCF Biosolids, CIP 10-11, to 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP 18-06.

Section 2. The City Council hereby approves construction contingencies of up to \$233,000 (55% of the contract award amount of \$429,000) for a total contract amount of \$662,000.

Section 3. The City Council hereby accepts the 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP 18-06 as complete.

Section 4. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the 2018 WPCF Pond 7 Biosolids Drying and Removal Project, CIP 18-06.

PASSED AND ADOPTED this Fourth day of December, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: G.8.
SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Staff Contact:

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

Background:

Pursuant to the Political Reform Act (the “Act”), the City Council directed staff to conduct a review of the City’s Conflict of Interest Code (“Code”) to determine if a change in the Code was necessary, to revise the Code as necessary based upon such review and submit the amended Code to the City Council for adoption and approval, in accordance with Section 87303 of the Act.

During the review process, staff found that updates and amendments to the City’s Conflict of Interest Code are necessary. A redlined version of the proposed amended Code is attached.

Discussion:

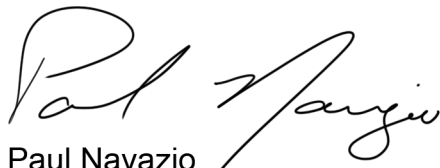
The Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their conflict of interest codes as necessary as directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The City Council is the City’s code-reviewing body. As the code-reviewing body, the City Council directed that the Code be reviewed and, if a change in the Code was necessary, that a revised Code be prepared and submitted to the City Council for adoption and approval. During this review, staff found that amendments to the Code are necessary.

Attached is a legislative (redlined) version of the proposed amended Code. The proposed revisions are based on the establishment and recognition of new positions that must be designated, the revision of titles of existing positions, the deletion of titles that have been abolished, the revision of disclosure categories, revision of the assignment of disclosure categories based on the duties of various positions, the incorporation of FPPC Reg. 18730 as the provisions of the Code (known as FPPC Standard), and clarifying and declaring of positions to file disclosure statements under Section 87200 of the Act.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Prepared by: Ana B. Gonzalez, City Clerk



Paul Navazio
City Manager

Attachments:

1. Conflict of Interest Code Resolution_Dec 2018
2. Conflict of Interest Code Dec 2018 WORKING COPY
3. Conflict of Interest Code Dec 2018 FINAL

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Woodland (“City”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the “Code”) in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the City; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on December 4, 2018, at which all present were given an opportunity to be heard on the proposed amended Code.

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

SECTION 1. The City Council does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto.

SECTION 2. The amended Conflict of Interest Code shall be on file with the City Clerk and available to the public for inspection and copying.

SECTION 3. The amended Code shall become effective 30 days after the City Council adopts and approves the amended Code as submitted.

(CONTINUED ON NEXT PAGE)

PASSED AND ADOPTED by the City Council this 4th day of December, 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



Conflict of Interest Code

(Amended December 4, 2018)

CONFLICT OF INTEREST CODE FOR THE

CITY OF WOODLAND

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Woodland (the "City")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF WOODLAND

(Amended December 4, 2018)

EXHIBIT “A”

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the City’s Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Administrative Services Director	4
Assistant City Manager	1, 2
Assistant City Manager/Director of Comm and Econ Dev	1, 2
Assistant Engineer	2, 3, 5
Assistant/Associate Civil Engineer	2, 3, 5
Assistant/Associate Planner	2, 3, 5
Associate Engineer	2, 3, 5
<i>Building Inspection Services Manager</i>	5
Building Inspector I/II/ <i>Senior</i>	2, 3, 6
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
<i>Chief Plant Operator</i>	5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

City Engineer	2, 3, 5
Code Compliance Officer I/II	2, 6, 3
Community Development Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Deputy Director of Community Development	1, 2
Deputy Director of Public Works - Operations and Maintenance	1, 2, 4, 5, 6
Deputy Director of Public Works – Utilities	1, 2, 4, 5, 6
Deputy Fire Chief	5
Economic Development Manager	1
Electrical/Signs & Marking Supervisor	4, 5, 6
Engineering Assistant/Senior Engineering Assistant	2, 3, 5
Engineering Technician I/II/III	2, 3, 5
Environmental Compliance Specialist	5, 6
Environmental Resource Analyst	2, 5, 6
Environmental Sustainability Manager	2, 4, 5, 6
Fire Battalion Chief	5
Fire Chief	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Fire Marshal

2, 5, 6

Fleet and Facilities Manager

2, 3, 4, 5

Human Resources Analyst I/II/***Senior***

5

Human Resources Manager

5

Information Systems Administrator

5

Information Technology Analyst

5

Information Technology Manager

5

Infrastructure Operations and Maintenance Superintendent

4, 5

Junior Engineer

2, 3, 5

Laboratory & Environmental Compliance Manager

4, 5, 6

Librarian III

5

Library Services Director

5

Management Analyst II/Senior

4, 5

Park Superintendent

2, 4, 5, 6

Police Captain

5

Police Chief

5

Police Lieutenant

5

Principal Civil Engineer

1, 2

Principal Planner

2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Principal Utilities Civil Engineer	2, 3, 5
<i>Public Safety Chief</i>	5
Public Works Director	1, 2
Redevelopment Manager	1, 2
Senior Accountant	1, 2
Senior Application Analyst	5
Senior Associate Civil Engineer	2, 3, 5
Senior Systems Analyst	5
Senior Building Inspector	2, 3, 5, 6
Senior Building Plans Examiner	2, 3, 5, 6
Senior Civil Engineer	1, 2
Senior Planner	1, 2
Social Services Manager	5
Transportation Engineer	2, 3, 5
Wastewater Systems Administrator	2, 4, 5, 6
<i>Water Pollution Control Facilities Operator</i>	5
Water Pollution Control Facilities Superintendent	2, 4, 5, 6
Water Systems Administrator	2, 4, 5, 6

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

MEMBERS OF BOARDS,
COMMITTEES AND COMMISSIONS

Historical Preservation Commission	2
Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
<i>Oversight Board to Successor Agency</i>	<i>1, 2</i>
Successor Agency	1, 2

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

EXHIBIT “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



Conflict of Interest Code

(Amended December 4, 2018)

CONFLICT OF INTEREST CODE FOR THE

CITY OF WOODLAND

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Woodland (the “City”)**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF WOODLAND

(Amended December 4, 2018)

EXHIBIT “A”

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the City’s Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.¹ These positions are listed here for informational purposes only.

Finance Officer
Financial Consultants

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Accountant I/II	4
Administrative Services Director	4
Assistant City Manager	1, 2
Assistant City Manager/Director of Comm and Econ Dev	1, 2
Assistant Engineer	2, 3, 5
Assistant/Associate Civil Engineer	2, 3, 5
Assistant/Associate Planner	2, 3, 5
Associate Engineer	2, 3, 5
Building Inspection Services Manager	5
Building Inspector I/II/Senior	2, 3, 6
Chief Building Official	2, 5, 6
Chief Collection Systems Operator	2, 4, 5
Chief Water Systems Operator	1, 2, 4, 5
City Clerk	5
City Engineer	2, 3, 5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Code Compliance Officer I/II	2, 6, 3
Community Development Director	1, 2
Community Services Director	2, 5
Community Services Program Manager	5
Construction Project Manager/Senior Construction Project Manager	2, 3, 5
Deputy Director of Community Development	1, 2
Deputy Fire Chief	5
Economic Development Manager	1
Electrical/Signs & Marking Supervisor	4, 5, 6
Engineering Assistant/Senior Engineering Assistant	2, 3, 5
Engineering Technician I/II/III	2, 3, 5
Environmental Compliance Specialist	5, 6
Environmental Resource Analyst	2, 5, 6
Environmental Sustainability Manager	2, 4, 5, 6
Fire Battalion Chief	5
Fire Chief	5
Fire Marshal	2, 5, 6
Fleet and Facilities Manager	2, 3, 4, 5
Human Resources Analyst I/II/Senior	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Human Resources Manager	5
Information Systems Administrator	5
Information Technology Analyst	5
Information Technology Manager	5
Infrastructure Operations and Maintenance Superintendent	4, 5
Junior Engineer	2, 3, 5
Laboratory & Environmental Compliance Manager	4, 5, 6
Librarian III	5
Library Services Director	5
Management Analyst II/Senior	4, 5
Park Superintendent	2, 4, 5, 6
Police Captain	5
Police Chief	5
Police Lieutenant	5
Principal Civil Engineer	1, 2
Principal Planner	2, 3, 5
Principal Utilities Civil Engineer	2, 3, 5
Public Works Director	1, 2
Redevelopment Manager	1, 2

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Accountant	1, 2
Senior Application Analyst	5
Senior Associate Civil Engineer	2, 3, 5
Senior Systems Analyst	5
Senior Building Inspector	2, 3, 5, 6
Senior Building Plans Examiner	2, 3, 5, 6
Senior Civil Engineer	1, 2
Senior Planner	1, 2
Social Services Manager	5
Transportation Engineer	2, 3, 5
Wastewater Systems Administrator	2, 4, 5, 6
Water Pollution Control Facilities Operator	5
Water Pollution Control Facilities Superintendent	2, 4, 5, 6
Water Systems Administrator	2, 4, 5, 6

APP. A – 5 -

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

MEMBERS OF BOARDS,

COMMITTEES AND COMMISSIONS

Historical Preservation Commission	2
Library Board	5
Manufactured Homes Fair Practices Commission	1, 2
Successor Agency	1, 2

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

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EXHIBIT “B”

DISCLOSURE CATEGORIES

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Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Special Meeting
DATE: December 4, 2018
ITEM #: H.9.
SUBJECT: Declaring Results of the November 6, 2018 Election

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, declaring the results of the November 6, 2018 election related to the election of two (2) members of the City Council for Council Districts 1 and 3 with terms expiring upon the election of their successor thereto at the Municipal Election of 2022.

Staff Contact:

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

Discussion:

The Statewide General Election was held on November 6, 2018 for the Woodland City Council race for Districts 1 and 3. The Yolo County Elections Office has provided Final Election Results to the City, but as of the time of this writing has not yet certified the results. Once the City receives the certification, the attached resolution will be updated with the official certification. The Final Election Results are as follows:

Woodland City Council District 1

	Votes	Vote %
Richard Lansburgh	1,515	39.1%
James Zuniga	1,255	32.4%
Joe Romero Jr	1,083	28.0%
Robin Rainwater	20	0.5%
7 of 7 precincts reporting (100.0%) Turnout: 4,267 of 6,499 registered voters (65.7%)		

Woodland City Council District 3

	Votes	Vote %
Angel Barajas	1,542	52.2%
Tania Garcia-Cadena	995	33.7%
Bobby Harris	418	14.1%
6 of 6 precincts reporting (100.0%) Turnout: 3,242 of 5,631 registered voters (57.6%)		

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, declaring the results of the November 6, 2018 election related to the election of two (2) members of the City Council for Council Districts 1 and 3 with terms expiring upon the election of their successor thereto at the Municipal Election of 2022.

Prepared by: Ana B. Gonzalez, City Clerk



Paul Navazio
City Manager

Attachments:

1. Resolution Election Results Council Members 2018
2. Exhibit A - Woodland City Council_Certification Results

RESOLUTION NO. _____

**A RESOLUTION DECLARING THE RESULTS OF THE STATEWIDE
GENERAL ELECTION HELD IN THE CITY OF WOODLAND ON
NOVEMBER 6, 2018**

WHEREAS, a Statewide General Election was held and conducted in the City of Woodland, County of Yolo, State of California, on Tuesday, November 6, 2018, as required by law; and

WHEREAS, notice of said election was duly and regularly given in the time, form and manner as provided by law; voting precincts were properly established; election officers were appointed and in all cases said election was held and conducted, and the votes cast were received and canvassed and the returns made and declared in the time, form, and manner as required by the provisions for the Election Code of the State of California for the holding of elections in cities; and

WHEREAS, pursuant to the Canvass and Statement of Results of Election dated December 3, 2018, the County Clerk-Recorder of the County of Yolo canvassed the results of said election and has certified the results to this City Council, and said results are received, attached and made a part hereof as Exhibit A.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES RESOLVE, AS FOLLOWS:

SECTION 1. Said Statewide General Election was held for the purpose of electing two (2) members of the City Council for Council Districts 1 and 3 with terms expiring upon the election of the successor thereto at the Municipal Election in 2022 as required by the laws relating to cities in the State of California.

SECTION 2. The names and results of the persons voted for at said election for member of the City Council are as follows:

DISTRICT 1

NAME	NUMBER OF VOTES RECEIVED
Richard Lansburgh	1,515
James Zuniga	1,255
Joe Romero, Jr.	1083
Robin Rainwater	20

DISTRICT 3

NAME	NUMBER OF VOTES RECEIVED
Angel Barajas	1,542
Tania Garcia-Cadena	995
Bobby Harris	418

SECTION 4. The City Council does declare and determine that:

Richard Lansburgh was elected a member of the City Council for District 1 for a term expiring upon the election of a successor thereto at the Municipal Election in 2022.

Angel Barajas was elected a member of the City Council for District 3 for a term expiring upon the election of a successor thereto at the Municipal Election in 2022.

SECTION 5. The City Clerk shall enter on the records of the City Council a statement of the results of said election, showing (1) the whole number of votes cast in the city; (2) the names of the person voted upon; (3) the office for which each person was voted for; (4) the number of votes given at each precinct to each person; and (5) the number of votes given in the city to each person.

SECTION 6. The City Clerk shall deliver to each person elected a certification of election signed by her and duly authenticated; she shall also administer to the persons elected the oath of office prescribed in the State Constitution of the State of California and shall have those persons subscribed thereto, whereupon each person so elected shall be inducted into the office which he has been elected.

PASSED AND ADOPTED by the City Council this 4th day of December, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Enrique Fernandez, Mayor

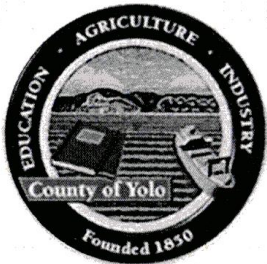
ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

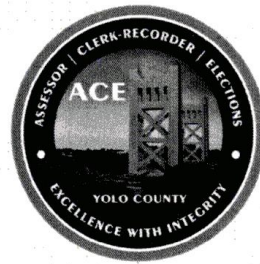
EXHIBIT A



COUNTY OF YOLO

ELECTIONS OFFICE
625 COURT STREET, ROOM B-05, WOODLAND CA 95695
(P) 530.666.8133 (F) 530.666.8123

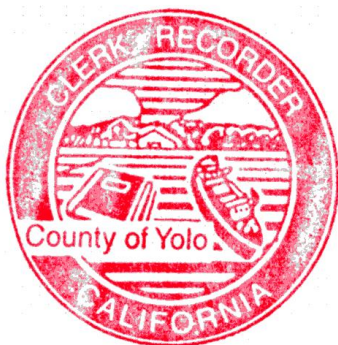
JESSE SALINAS
REGISTRAR OF VOTERS



STATE OF CALIFORNIA)
COUNTY OF YOLO) ss

I, Jesse Salinas, County Clerk-Recorder of said County, do hereby certify pursuant to §15372 and §10550 of the Elections Code, that I did canvass the returns of the votes cast in said County, at the STATEWIDE GENERAL ELECTION held on NOVEMBER 6, 2018, for elective public offices, and for and against the measures submitted to the vote of the voters, and that the statement of the votes cast, to which this certificate is attached, shows the whole number of votes cast in said districts, and the whole number of the votes cast for each candidate, in each of the respective precincts therein, and that the totals of the respective columns and the totals shown for each candidate are full, true and correct.

Witness my hand and official seal this
3rd day of December, 2018



Jesse Salinas

JESSE SALINAS
COUNTY OF YOLO

Woodland City Council District 1

Candidate	Votes	%
RICHARD LANSBURGH	1515	39.1%
JAMES ZUNIGA	1255	32.4%
JOE ROMERO JR	1083	28.0%
ROBIN RAINWATER	20	0.5%
Total	3873	
Precincts reporting: 7 of 7 100%		

Woodland City Council District 3

Candidate	Votes	%
ANGEL BARAJAS	1542	52.2%
TANIA GARCIA-CADENA	995	33.7%
BOBBY HARRIS	418	14.1%
Total	2955	
Precincts reporting: 6 of 6 100%		

Proposition 1 - Housing Assistance Bonds

Option	Votes	%
Bonds Yes	43247	60.2%
Bonds No	28615	39.8%
Total	71862	
Precincts reporting: 138 of 138 100%		

Proposition 2 - Mental Illness Housing Bonds

Option	Votes	%
Bonds Yes	46817	65.0%
Bonds No	25259	35.0%
Total	72076	
Precincts reporting: 138 of 138 100%		

Proposition 3 - Water Project Bonds

Option	Votes	%
Bonds Yes	36827	51.9%
Bonds No	34094	48.1%
Total	70921	
Precincts reporting: 138 of 138 100%		

City Council City of Woodland

C o n d i c t i o n s	R e g i s t r e d	V o t e m e t h o d	T u r n o u t	T u r n o u t %	District 1				District 3			
					L A N S C H U R G D H	J A M E S Z U N I G A	J O E R O M E R O J	R A I N W O A B T I E N R	A N G E L B A R A J A S	T A N I A G A C R A C D I E N - A	B O B B Y H A R R I S	
100056	250	VBM	93	37.2%	17	36	29	0				
		Polls	41	16.4%	6	19	8	0				
		Total	134	53.6%	23	55	37	0				
100058	1592	VBM	815	51.2%	355	209	183	2				
		Polls	339	21.3%	153	85	80	0				
		Total	1154	72.5%	508	294	263	2				
100060	1143	VBM	568	49.7%	170	177	156	1				
		Polls	247	21.6%	81	82	56	0				
		Total	815	71.3%	251	259	212	1				
100064	967	VBM	418	43.2%	176	111	95	1				
		Polls	190	19.6%	61	54	60	2				
		Total	608	62.9%	237	165	155	3				
100065	862	VBM	411	47.7%	171	116	93	0				
		Polls	197	22.9%	86	44	50	0				
		Total	608	70.5%	257	160	143	0				
100066	656	VBM	228	34.8%	66	74	71	0				
		Polls	123	18.8%	27	50	35	0				
		Total	351	53.5%	93	124	106	0				
100071	885	VBM	365	41.2%					176	125	32	
		Polls	216	24.4%					95	73	22	
		Total	581	65.6%					271	198	54	
100072	1556	VBM	548	35.2%					250	161	88	
		Polls	260	16.7%					114	69	41	
		Total	808	51.9%					364	230	129	
100073	672	VBM	238	35.4%					126	64	30	
		Polls	157	23.4%					89	32	23	
		Total	395	58.8%					215	96	53	
100074	1437	VBM	562	39.1%					251	186	85	
		Polls	317	22.1%					152	90	39	
		Total	879	61.2%					403	276	124	

City Council City of Woodland

C o n d i c t e	R e g i s t r e d	V o t e m e t h o d	T u r n o u t	T u r n o u t %	District 1				District 3			
					L A N C H U R G D H	J A M E S Z U N I G A	J O E R O M E R O J	R A I N W O A B T I E N R	A N G E L B A R A J A S	T A N I A G A C R A C D I E A N - A	B O B B Y H A R R I S	
100075	1029	VBM	400	38.9%	92	135	117	10				
		Polls	197	19.1%	54	63	50	4				
		Total	597	58.0%	146	198	167	14				
100076	1081	VBM	402	37.2%					204	138	34	
		Polls	177	16.4%					85	57	24	
		Total	579	53.6%					289	195	58	
100110	0	All Mail	0	0.0%					0	0	0	
		Total	0	0.0%					0	0	0	
Total for Woodland District 1	6499	VBM	2933	45.1%	1047	858	744	14				
		All Mail	0	0.0%								
		Polls	1334	20.5%	468	397	339	6				
		Total	4267	65.7%	1515	1255	1083	20				
Total for Woodland District 3	5631	VBM	2115	37.6%					1007	674	269	
		All Mail	0	0.0%					0	0	0	
		Polls	1127	20.0%					535	321	149	
		Total	3242	57.6%					1542	995	418	

City Council City of Woodland

C o n d i c t i o n s	R e g i s t r e d V o t e r s	V o t e m e t h o d	T u r n o u t %	District 1				District 3						
				L A N S C H U R G D H	J A M E S Z U N I G A	J O E R O M E R O J	R A I N W O A B T I E N R	A N G E L B A R A J A S	T A N I A G A C R A C D I E N A	B O B B Y H A R R I S				
Total for Yolo County	113132	VBM	48740	43.1%		1047	858	744	14		1007	674	269	
		All Mail	3903	3.4%		0	0	0	0		0	0	0	
		Polls	22369	19.8%		468	397	339	6		535	321	149	
		Total	75012	66.3%		1515	1255	1083	20		1542	995	418	
3rd Congress, 3rd State Senate, 4th Assembly	86291	VBM	37221	43.1%		1047	858	744	14		1007	674	269	
		All Mail	3869	4.5%		0	0	0	0		0	0	0	
		Polls	17554	20.3%		468	397	339	6		535	321	149	
		Total	58644	68.0%		1515	1255	1083	20		1542	995	418	
City of Woodland	30569	VBM	12744	41.7%		1047	858	744	14		1007	674	269	
		All Mail	803	2.6%		0	0	0	0		0	0	0	
		Polls	5558	18.2%		468	397	339	6		535	321	149	
		Total	19105	62.5%		1515	1255	1083	20		1542	995	418	
3rd Supervisor District	22291	VBM	8782	39.4%		955	723	627	4		0	0	0	
		All Mail	1644	7.4%		0	0	0	0		0	0	0	
		Polls	3756	16.8%		414	334	289	2		0	0	0	
		Total	14182	63.6%		1369	1057	916	6		0	0	0	
5th Supervisor District	19671	VBM	6670	33.9%		92	135	117	10		1007	674	269	
		All Mail	1837	9.3%		0	0	0	0		0	0	0	
		Polls	3350	17.0%		54	63	50	4		535	321	149	
		Total	11857	60.3%		146	198	167	14		1542	995	418	

Over Votes
Under Votes

0	0.00%
394	9.23%

5	0.15%
282	8.70%