**CITY OF WOODLAND**
**300 FIRST STREET**
**WOODLAND, CALIFORNIA**

# JOINT REGULAR CITY COUNCIL / WOODLAND FINANCE AUTHORITY / REDEVELOPMENT AGENCY BOARD MEETING

**MARCH 15, 2011**

**6:00 P.M.**

All times are approximate

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT (6:05)

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 (6:08)

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.

F. COMMUNICATIONS – WRITTEN (6:10)

F.1 Notice from Alcoholic Beverage Control of an Off-Sale General License for Grocery Outlet Inc. located at 1366 E. Main Street

**updated a/o 10/4/2018**

F.2 Notice from Alcoholic Beverage Control of an On-Sale General Eating License for Maria's Cantina located at 306 Sixth Street

F.3 Notification from Pacific Gas and Electric of an Increase in Rates

G. PRESENTATIONS (6:11)

1. Proclaim April 10-16, 2011 as National Library Week

2. Proclaim April 7, 2011 as Woodland Reads

3. Proclaim March 13-19, 2011 as National Agriculture Week

H. CONSENT CALENDAR (6:26)

4. Receive the Monthly Status Report from Fire Department

5. Receive the Monthly Status Report from Public Works Department

6. Authorize Agreement for Installation of Septic System for 1490 East Main Street

7. Approve Resolution Executing a Conditioned Renewal Grant Agreement with HUD for a 2010 Supportive Housing Grant; Execute Sub recipient Agreement with the Yolo Wayfarer Center

8. Adopt Groundwater Management Plan Ordinance

I. REPORTS OF THE CITY MANAGER (6:27)

9. Receive Local Agency Formation Commission (LAFCO) Briefing (15 minutes)

10. Approve Increase to FY 2011–FY 2013 Capital Budget; Add Project 11-23, Regulatory Closure of Old City Landfill to Approved Capital Budget (10 minutes)

11. Review and Approve FY 2010/11 Mid-year Operating Budget Adjustments (15 minutes)

J. REDEVELOPMENT REPORTS (7:07)

12. Adopt Resolution to Create and Implement an Infill Strategy and Release Request for Proposal (5 minutes)

K. ORDINANCES (7:12)

13. Introduce, Waive First Reading and Read by Title Only Ordinance Amending Section 23C-7-3 of the Woodland Municipal Code Relating to Charges for Connection to City Water Service (10 minutes)

K. ADJOURN (7:22)

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority/Redevelopment Agency Session of the City Council of the City of Woodland scheduled for Tuesday, March 15, 2011 was posted on March 11, 2011 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

______________________________
Ana B. Gonzalez, City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Council Communications

**Report in Brief**

Attached are communications received for which Council should be made aware:

1. Notice from Alcoholic Beverage Control of an off-sale general license for Grocery Outlet Inc. located at 1366 E. Main Street.
2. Notice from Alcoholic Beverage Control of an on-sale general eating license for Maria's Cantina located at 306 Sixth Street.
3. Notification from Pacific Gas and Electric of an increase in rates.

This item is for your information only.

Prepared by: Ana Gonzalez
City Clerk

_____________________________
Mark G. Deven
City Manager

Attachment

# City of Woodland

## ALCOHOLIC BEVERAGE CONTROL CHECKLIST

Name of Business Grocery Outlet Inc.

Type of License Off-sale General File No. 504366

Physical Location 1366 E. Main St., Woodland 95776

Mailing Address: ○ Same/Other 2000 5th St, Berkeley, CA 94710

Transferor Name ______ New Owner/ Manager ______

Received by City Clerk 2/8/11 Date Sent to Police Dept. 2/9/11

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Application Reviewed by ***Police Department*** Mimi Garcia Higgins
Contact Name

Recommend Approval: ☒ Recommend Denial: ○ Comments on Attached Sheet(s): ○

Comments Included Here ⇨ Conditions attached

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Application Reviewed by ***Community Development*** Linda Schaer
Contact Name

Recommend Approval: ● Recommend Denial: ○ Comments on Attached Sheet(s): ○

Comments Included Here ⇨ ______

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Upcoming Council Meeting Dates and Deadlines for Submission:

Submission Date ______ for inclusion at ______ Council Meeting

Submission Date ______ for inclusion at ______ Council Meeting

Submission Date ______ for inclusion at ______ Council Meeting

Returned to City Clerk on ______ Council Action Taken ______

Department of Alcoholic Beverage Control

State of California

# APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)

ABC 211 (6/99)

**TO:** Department of Alcoholic Beverage Control
3321 POWER INN RD
SUITE 230
SACRAMENTO, CA 95826
(916) 227-2002

File Number: **504366**
Receipt Number: 2038862
Geographical Code: **5703**
Copies Mailed Date: **February 1, 2011**
Issued Date:

DISTRICT SERVING LOCATION: **SACRAMENTO**

First Owner: **GROCERY OUTLET INC**
Name of Business: **GROCERY OUTLET**
Location of Business: **1366 E MAIN ST**
**WOODLAND, CA 95776-3551**

County: **YOLO**
Is Premise inside city limits? **Yes** Census Tract **0111.02**
Mailing Address: (If different from premises address) **2000 5TH ST**
**BERKELEY, CA 94710-1918**

Type of license(s): **21**
Transferor's license/name: Dropping Partner: Yes___ No X

| License Type | Transaction Type | Fee Type | Master | Dup | Date | Fee |
|---|---|---|---|---|---|---|
| 21 - Off-Sale General | ANNUAL FEE | NA | Y | 0 | 02/01/11 | $582.00 |
| | | | | | Total | $582.00 |

Have you ever been convicted of a felony? **No**
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **Yes**
Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of YOLO Date: September 30, 2010

Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

| Applicant Name(s) | Applicant Signature(s) |
|---|---|
| .GROCERY OUTLET INC | **See 211 Signature Page** |

"Proud To Serve"

DAN BELLINI
CHIEF OF POLICE

# City of Woodland
# POLICE DEPARTMENT

Date: February 16, 2011

To: Planning Department

From: Woodland Police Department

Re: Grocery Outlet

1366 E. Main Street, Woodland

1. No display or sale of beer or wine shall be made from an ice tub.

2. It shall be the responsibility of the applicant licensee to provide staff with the knowledge and skills that will enable them to comply with their responsibilities under state law. Applicant shall make reasonable effort to send a representative to the LEAD (Licensee Education on Alcohol and Drugs) Training.

    a. Woodland Police and the Department of Alcohol Beverage Control hold a training seminar annually to educate and update the licensees and their staff on the laws as they pertain to their license. We send out notice at least 4 weeks in advance to all licensees in Woodland.

    b. The knowledge and skills necessary for responsible alcoholic beverage service shall include, but not limited to the following:

    - State laws relating to sales of alcoholic beverages, particularly ABC and penal provisions concerning sales to minors and intoxicated persons.

    - Alcohol and the effects on the body and behavior, including the operation of motor vehicles.

3. Beers may not be sold in quantities of less than a 6 pack. (This also means no quart bottles of beer allowed on the premises for sale.)

1000 LINCOLN AVENUE ★ WOODLAND, CALIFORNIA 95695 ★ PHONE: (530) 661-7800 ★ FAX: (530) 662-5377

4. Wine coolers and Malt beverage will not be sold in quantities less than a four pack

5. No advertising of alcoholic beverages shall be visible from the exterior of the premises.

6. No beer or wine shall be displayed within five feet of the cash register or the front door unless it is in a permanently affixed cooler.

# City of Woodland

**ALCOHOLIC BEVERAGE CONTROL CHECKLIST**

Name of Business Maria's Cantina

Type of License On-Sale General Eating File No. 504518

Physical Location 306 6th St, Woodland, CA 95695

Mailing Address: ○ Same/Other 630 Lincoln Ave, Woodland 95695

Transferor Name ____________ New Owner/ Manager ____________

Received by City Clerk 2/16/11 Recv'd from ~~Date Sent to~~ Police Dept. 2/16/11

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Application Reviewed by ***Police Department*** Mimi Garcia Higgins
Contact Name

Recommend Approval: ☒ Recommend Denial: ○ Comments on Attached Sheet(s): ○

Comments Included Here ⇨ Conditions attached.

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Application Reviewed by ***Community Development*** Linda Schaupp
Contact Name

Recommend Approval: ☒ Recommend Denial: ○ Comments on Attached Sheet(s): ○

Comments Included Here ⇨ ____________

✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧✧

Upcoming Council Meeting Dates and Deadlines for Submission:

Submission Date ____________ for inclusion at ____________ Council Meeting

Submission Date ____________ for inclusion at ____________ Council Meeting

Submission Date ____________ for inclusion at ____________ Council Meeting

Returned to City Clerk on ____________ Council Action Taken ____________

RECEIVED
FEB 28 2011
CITY CLERK'S OFFICE

Department of Alcoholic Beverage Control
State of California

**APPLICATION FOR ALCOHOLIC BEVERAGE LICENSE(S)**

ABC 211 (6/99)

**TO:** Department of Alcoholic Beverage Control
3321 POWER INN RD
SUITE 230
SACRAMENTO, CA 95826
(916) 227-2002

File Number: **504518**
Receipt Number: **2038836**
Geographical Code: **5703**
Copies Mailed Date: **February 1, 2011**
Issued Date:

DISTRICT SERVING LOCATION: **SACRAMENTO**

First Owner: **SIXTH AND COURT LLC**
Name of Business: **MARIAS CANTINA**
Location of Business: **306 6TH ST**
**WOODLAND, CA 95695-3507**
County: **YOLO**
Is Premise inside city limits? **Yes** Census Tract **0108.00**
Mailing Address: (If different from premises address) **630 LINCOLN AVE**
**WOODLAND, CA 95695-4067**

Type of license(s): **47**
Transferor's license/name:
Dropping Partner: Yes___ No X

| License Type | Transaction Type | Fee Type | Master | Dup | Date | Fee |
|---|---|---|---|---|---|---|
| 47 - On-Sale General Eating | ANNUAL FEE | P0 | Y | 0 | 02/01/11 | $572.00 |
| NA | FEDERAL FINGERPRINTS | NA | N | 2 | 02/01/11 | $48.00 |
| NA | STATE FINGERPRINTS | NA | N | 2 | 02/01/11 | $78.00 |
| | | | | | Total | $698.00 |

Have you ever been convicted of a felony? **No**
Have you ever violated any provisions of the Alcoholic Beverage Control Act, or regulations of the Department pertaining to the Act? **No**
Explain any "Yes" answer to the above questions on an attachment which shall be deemed part of this application.

Applicant agrees (a) that any manager employed in an on-sale licensed premises will have all the qualifications of a licensee, and (b) that he will not violate or cause or permit to be violated any of the provisions of the Alcoholic Beverage Control Act.

STATE OF CALIFORNIA County of YOLO Date: October 1, 2010

Under penalty of perjury, each person whose signature appears below, certifies and says: (1) He is an applicant, or one of the applicants, or an executive officer of the applicant corporation, named in the foregoing application, duly authorized to make this application on its behalf; (2) that he has read the foregoing and knows the contents thereof and that each of the above statements therein made are true; (3) that no person other than the applicant or applicants has any direct or indirect interest in the applicant or applicant's business to be conducted under the license(s) for which this application is made; (4) that the transfer application or proposed transfer is not made to satisfy the payment of a loan or to fulfill an agreement entered into more than ninety (90) days preceding the day on which the transfer application is filed with the Department or to gain or establish a preference to or for any creditor or transferor or to defraud or injure any creditor of transferor; (5) that the transfer application may be withdrawn by either the applicant or the licensee with no resulting liability to the Department.

| Applicant Name(s) | Applicant Signature(s) |
|---|---|
| SIXTH AND COURT LLC | **See 211 Signature Page** |

**BEFORE THE**
**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**
**OF THE STATE OF CALIFORNIA**

**In the Matter of the Application of:**

**SIXTH AND COURT LLC**
Dba: Marias Cantina
306 6th Street
Woodland, CA 95695

For issuance of an On-Sale General Eating Place License
Under the Alcoholic Beverage Control Act

**File:** 47-504518

**PETITION FOR CONDITIONAL LICENSE**

**WHEREAS,** petitioner(s) has/have filed an application for the issuance of the above-referred-to license(s) for the above-mentioned premises; and,

**WHEREAS,** the privilege conveyed with the applied-for license requires that the petitioner operates the premises, in good faith, as a Bona Fide Eating Place; and,

**WHEREAS,** pursuant to Section 23958 of the Business and Professions Code, the Department may deny an application for a license where issuance would result in or add to an undue concentration of licenses; and,

**WHEREAS,** the proposed premises is located in Census Tract #0108.00 where there presently exists an undue concentration of licenses as defined by Section 23958.4 of the Business and Professions Code; and,

**WHEREAS,** the petitioner(s) stipulate(s) that by reason of the aforementioned over concentration of licenses, grounds exist for denial of the applied-for license; and,

**WHEREAS,** the proposed premises and/or parking lot, operated in conjunction therewith, are located within 100 feet of residences; and,

**WHEREAS,** issuance of the applied-for license without the below-described conditions would interfere with the quiet enjoyment of the property by nearby residents and constitute grounds for the denial of the application under the provisions of Rule 61.4, of Chapter 1, Title 4, of the California Code of Regulations; and,

**WHEREAS,** the proposed premises is within 600 feet from three (3) consideration point(s): Freeman Park, Yolo Wayfarer Christian Mission, Muslim Mosque and Islamic Center; and,

**WHEREAS,** issuance of an unrestricted license without the below-described conditions may interfere with the public use of the above-mentioned consideration point(s); and,

**WHEREAS,** the issuance of an unrestricted license would be contrary to public welfare and morals;

**NOW, THEREFORE,** the undersigned petitioner(s) do/does hereby petition for a conditional license as follows, to-wit:

1. The licensee shall comply with the provisions of Section 23038 of the Business and Professions Code and acknowledges that incidental, sporadic or infrequent sales of meals or a mere offering of meals without actual sales shall not be deemed sufficient to consider the premises in compliance with the aforementioned code section.

2. During normal meals hours, the premises shall be designed and used for and must possess the necessary utensils, table service, and condiment dispensers with which to serve meals to the public.

3. The quarterly gross sales of alcoholic beverages shall not exceed the gross sales of food during the same period. The licensee shall at all times maintain records which reflect separately the gross sales of food and the gross sales of alcoholic beverages of the licensed business. Said records shall be kept no less frequently than on a quarterly basis and shall be made available to the Department on demand.

4. There shall be no entertainment of any type, including but not limited to live music, disc jockey, karaoke, topless entertainment, male or female performers or fashion shows.

5. Petitioner(s) shall not allow their patrons or the general public to loiter or congregate on the sidewalks or any property adjacent to their licensed premises.

6. The petitioner(s) shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control.

7. No noise shall be audible beyond the area under the control of the licensee(s).

8. The licensee(s) or an employee of the licensee(s) will monitor the patio(s) at all times that alcoholic beverages are being served or consumed, to ensure that the premises will operate in compliance with all applicable laws and/or conditions.

9. The boundaries of the patio(s) will be clearly defined and designated by physical barriers to separate it from the public sidewalk and adjacent private property which is not under the exclusive control of the licensee(s). These barriers and boundaries shall not be changed without prior approval of the Department of Alcoholic Beverage Control.

10. The licensee(s) will erect and maintain signs at all entrances/exits of the patio(s) prohibiting the removal of open alcoholic beverage containers.

11. No alcoholic beverages shall be consumed on any property adjacent to the licensed premises, except the licensed patio(s), under the control of the licensee(s).

This petition for conditional license is made pursuant to the provisions of Sections 23800 through 23805 of the Business and Professions Code and will be carried forward in any transfer at the applicant-premises.

Petitioner(s) agree(s) to retain a copy of this petition on the premises at all times and will be prepared to produce it immediately upon the request of any peace officer.

The petitioner(s) understand(s) that any violation of the foregoing condition(s) shall be grounds for the suspension or revocation of the license(s).

DATED THIS ________________ DAY OF ______________________________, _____.

______________________________ ______________________________

Applicant/Petitioner Applicant/Petitioner

February 17, 2011
TO: STATE, COUNTY AND CITY OFFICIALS

## NOTICE OF APPLICATION OF PACIFIC GAS AND ELECTRIC COMPANY FOR RECOVERY OF COSTS OF THE MARKET REDESIGN AND TECHNOLOGY UPGRADE (MRTU) INITIATIVE

On February 15, 2011, Pacific Gas and Electric Company (PG&E) filed an application with the California Public Utilities Commission (CPUC) requesting changes to its electric rates effective January 1, 2012.

Each year, PG&E is required to file an Energy Resource Recovery Account (ERRA) Compliance Review application demonstrating that certain electric procurement activity from the previous year complies with the standards and objectives detailed in PG&E's Long-Term Procurement Plan (LTPP). Typically, the ERRA Complianca Review applications do not affect customer rates unless there is an adverse finding made during the CPUC's review process.

In this year's 2010 ERRA Compliance Review Application, PG&E is including a request that will affect customer rates. The inclusion of the rate recovery request was provided by CPUC Decision 09-12-021. Specifically, the request seeks to recover in rates the costs PG&E has incurred to comply with the mandated Market Redesign and Technology Upgrade (MRTU) initiative.

The MRTU initiative, which was developed by the California Independent System Operator and approved by the Federal Energy Regulatory Commission, was launched on March 31, 2009. The MRTU changed the manner in which electricity is bought and sold by participants in newly redesigned markets in California. Costs presented in this application represent actual costs incurred by PG&E in 2010 to upgrade the initially deployed system to include greater functionality.

The total electric revenue requirement request (the total amount PG&E is requesting to collect in rates from all customers) is $47.2 million. PG&E requests that electric rates designed to recover this amount become effective on January 1, 2012.

**Will rates increase as a result of this application?**

Yes, approval of this application will increase electric rates for bundled service customers (those who receive electric generation, as well as transmission and distribution service from PG&E) and for customers who purchase electricity from other suppliers (e.g., direct access and community choice aggregation) by less than one percent. If approved, the revenue requirement request of $47.2 million will increase PG&E's bundled system average rates, relative to current rates, by 0.40 percent in 2012.

**FOR FURTHER INFORMATION**
To request a copy of the application and exhibits or for more details, call PG&E at **1-800-743-5000.**
For TDD/TTY (speech-hearing impaired), call **1-800-652-4712.**
Para mas detalles llame 1-800-660-6789
詳情請致電 1-800-893-9555

You may request a copy of the application and exhibits by writing to:
Pacific Gas and Electric Company
MRTU Application
P.O. Box 7442, San Francisco, CA 94120.

**THE CPUC PROCESS**
The CPUC's Division of Ratepayer Advocates (DRA) may review this application.
The DRA is an independent arm of the CPUC, created by the Legislature to represent the interests of all utility customers throughout the state and obtain the lowest possible rate for service consistent with reliable and safe service levels. The DRA has a multi-disciplinary staff with expertise in economics, finance, accounting and engineering. The DRA's views do not necessarily reflect those of the CPUC. Other parties of record will also participate.

The CPUC may hold evidentiary hearings where parties of record present their proposals in testimony and are subject to cross-examination before an Administrative Law Judge (ALJ). These hearings are open to the public, but only those who are parties of record may present evidence or cross-examine witnesses during evidentiary hearings. Members of the public may attend, but not participate in, these hearings.

After considering all proposals and evidence presented during the hearing process, the ALJ will issue a draft decision. When the CPUC acts on this application, it may adopt all or part of PG&E's request, amend or modify it, or deny the application. The CPUC's final decision may be different from PG&E's application.

If you would like to learn how you can participate in this proceeding or if you have comments or questions, you may contact the CPUC's Public Advisor as follows:

Public Advisor's Office
505 Van Ness Avenue
Room 2103
San Francisco, CA 94102
**1-415-703-2074** or **1-866-849-8390** (toll free)
TTY **1-415-703-5282** or TTY **1-866-836-7825** (toll free)

If you are writing a letter to the Public Advisor's Office, please include the name of the application to which you are referring. All comments will be circulated to the Commissioners, the assigned Administrative Law Judge and the Energy Division staff.

A copy of PG&E's MRTU application and exhibits are also available for review at the California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102, Monday–Friday, 8 a.m.–noon.

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Proclamation of National Library Week – "Create your own story @ your library" April 10-16, 2011

**Report in Brief**

The City Council is asked to proclaim April 10-16, 2011, as National Library Week, themed "Create your own story @ your library."

Staff recommends that the City Council issue a Proclamation declaring April 10-16, 2011, as National Library Week and encourage residents to join the celebration at Woodland Public Library.

**Background**

The Council has shown their support for National Library Week in the past by issuing a Proclamation. This is the opportunity for the Council to recognize the importance of libraries for free public access to information as well as promoting reading, lifelong learning, and access to technology.

**Public Contact**

Posting of the City Council agenda.

**Recommendation for Action**

Staff recommends that the City Council issue a Proclamation declaring April 10-16, 2011, as National Library Week and encourage residents to join the celebration at Woodland Public Library.

Prepared by: Heather Muller
Library Services Director

__________________________
Mark G. Deven
City Manager

Attachment

# City of Woodland

## National Library Week 2011 Proclamation

**WHEREAS**, libraries provide free access to all – from books and online resources for families to library business centers that help support entrepreneurship and retraining;

**WHEREAS**, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans today, more than ever;

**WHEREAS**, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy;

**WHEREAS**, libraries are helping level the playing field for job seekers, with 88% of public libraries providing access to job databases and other online resources;

**WHEREAS**, libraries are places of opportunity providing programs that teach all forms of literacy, promoting continuing education and encouraging lifelong learning;

**WHEREAS**, in times of economic hardship, Americans turn to – and depend on – their libraries and librarians;

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

**NOW, THEREFORE**, be it resolved that Woodland City Council proclaims National Library Week, April 10-16, 2011. We encourage all residents to visit the library this week to take advantage of the wonderful library resources available @ your library. Create your own story @ your library.

Dated this 15th day of March, 2011

______________________________

Artemio Pimentel, Mayor

Marlin H. Davies, Vice Mayor

William L. Marble, Council Member

Martie L. Dote, Council Member

Tom Stallard, Council Member

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Proclamation – Woodland Reads

**Report in Brief**

The Woodland Reads Committee is requesting the Council to approve a proclamation for the Woodland Reads program in order to support a recognition event on April 7, 2011.

Staff recommends that the City Council adopt a Proclamation declaring April 7, 2011 as Woodland Reads Day in the City.

**Background**

Council has shown their support in the past by issuing a Proclamation for the Woodland Reads program. This is an opportunity for the Council to recognize the importance of libraries in promoting reading, lifelong learning, access to information and technology, as well as uniting the Woodland community. On April 7, 2011, Jamie Ford, author of the book *"Hotel on the Corner of Bitter and Sweet"* will be in Woodland beginning at 11:30 am at a luncheon to be held at the Heidrick Ag History Center. Mr. Ford will then be speaking with high school students in the community. A community presentation and a book signing will take place at 7:00 pm at the Woodland Public Library Leake Room.

**Recommendation for Action**

Staff recommends that Council adopt a Proclamation declaring April 7, 2011 as the date of recognition for the Woodland Reads program in the City.

Prepared by: Ana Gonzalez
City Clerk

_________________________
Mark G. Deven
City Manager

Attachment: Proclamation

# *City of Woodland*

## PROCLAMATION
## WOODLAND READS – APRIL 7, 2011

**WHEREAS** the Woodland Reads program began in 2002 to unite community members and school students to read and discuss, in common, the same locally selected book; and

**WHEREAS** the primary purpose of Woodland Reads is to promote literacy and a habit of reading literature that prompts discussion, challenges preconceptions and promotes positive values; and

**WHEREAS** to promote its purpose a unique feature of Woodland Reads has been the bringing of the author of the selected book to visit the community and schools; and

**WHEREAS for** this eighth year of Woodland Reads programs, the highly acclaimed novel, *Hotel on the corner of bitter and Sweet*, by Jamie Ford has been selected; and

**WHEREAS** many local individuals, businesses and organizations demonstrate support for the goals of Woodland Reads by contributing generously so that copies of the selected book are purchased for classes at Woodland and Pioneer High Schools, Woodland Christian School and Esparto High School; and

**WHEREAS** on April 7, 2011, Jamie Ford will be in Woodland to visit with high school students and speak at a community luncheon and evening book signing.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Woodland proclaims April 7, 2011 Woodland Reads Day.

Dated: March 15, 2011

____________________________________

Artemio Pimentel, Mayor

Marlin H. Davies, Vice Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Tom Stallard, Council Member

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: National Agriculture Week

**Report in Brief**

Annually since 1995, the City Council has acknowledged National Agriculture Week in the City of Woodland by issuing a Proclamation. This request comes forth on behalf of the Yolo County Farm Bureau and the Woodland Chamber of Commerce.

Staff recommends that the City Council adopt a Proclamation declaring the week of March 13 through 19, 2011 as "National Agriculture Week" recognition in the City.

**Background**

Agriculture has been a significant way of life and source of income to this area for decades. Farming was one of the primary occupations for the Yolo County and continues to provide a large part of the food supply to the State. The annual income from agriculture in the County during 2009 was $462,132,949. By comparison, the chart below shows the fluctuations in the income:

| Year | Income Generated |
|---|---|
| 2000 | $302,736,000 |
| 2001 | $288,579,000 |
| 2002 | $299,781,000 |
| 2003 | $304,520,000 |
| 2004 | $338,128,000 |
| 2005 | $332,720,000 |
| 2006 | $370,195,973 |
| 2007 | $453,539,019 |
| 2008 | $505,588,750 |

The figures rise and fall comparatively relative to the economy and other factors facing agriculture today.

Each Council Member should have received an invitation to the 30th Annual Farm City Festival Breakfast on March 18, 2011 from 7:00 a.m. to 9:00 a.m. at the Hotel Woodland. The Farm Bureau would like one of the Council Members to present this Proclamation at this breakfast.

**Recommendation for Action**

Staff recommends that the City Council adopt a Proclamation declaring the week of March 13 through 19, 2011 as "National Agriculture Week" recognition in the City.

__________________________

Mark G. Deven
City Manager

Attachment: Proclamation

# City of Woodland

Proclamation

NATIONAL AGRICULTURE WEEK

**WHEREAS**, agriculture is the Nation's most basic industry and its associated production, processing, and marketing segments together provide more jobs than any other industry; and,

**WHEREAS**, it is also very important to the local economy with Yolo County generating $462,132,949 in agricultural sales in 2009; and,

**WHEREAS**, American agriculture deserves special recognition for its incredible achievements in feeding, clothing and sheltering the citizens of our country and the world; and,

**WHEREAS**, maintaining a healthy agricultural industry necessitates that all American consumers understand agriculture's effect on their lives and well-being; and,

**WHEREAS**, spring is an ideal time of year to recognize the contributions of the agricultural industry to the world;

**NOW, THEREFORE**, the City Council of the City of Woodland does hereby proclaim the week of March 13-19, 2011 as **NATIONAL AGRICULTURE WEEK** in the City of Woodland in recognition of the importance of agriculture to our Community.

Dated this 15th day of March, 2011

Artemio Pimentel, Mayor

Marlin H. Davies, Vice-Mayor | Martie L. Dote, Council Member

William Marble, Council Member | Tom Stallard, Council Member

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Fire Department Monthly Report for January 2011

**Report in Brief**

The Woodland Fire Department's Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council. This report summarizes four specific areas of the Fire Department's operation: Overtime, Incident Response, Fire Prevention and Training.

This year, the Fire Department updated its Monthly Status Report format to include a wider variety of information. The report is formatted by division (Administration, Operations, Fire Prevention and Training) and covers the key projects and/or activities for the month.

Attached for the City Council's review is the Fire Department's Monthly Report for January 2011.

Prepared by: Shannon Collins
Management Analyst

Reviewed by: Rick Sander
Interim Fire Chief

______________________
Mark G. Deven
City Manager

# Woodland Fire Department Monthly Status Report
## Summary – January 2011

(The Woodland Fire Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.)

| | Previous Month | Current Month | Difference (+ increase/- decrease) |
|---|---|---|---|
| ***Cost of Overtime*** | | | |
| (Staffing Costs are attributed to a reduction of 16 Line Staff: (see Overtime Summary) | | | |
| Maintain Minimum Staffing | $73,593.73 | 89,992.99 | $16,399.26 |
| Call Back Staffing | $1,444.68 | $4,165.02 | $2,720.34 |
| ***Total*** | **$75,038.41** | **$94,158.01** | **$19,119.60** |
| Strike Team (reimbursable, and **not** included above) | N/A | | |
| ***Total Incident Responses*** | | | |
| Fire | 8 | 17 | +9 |
| EMS/Rescue | 255 | 250 | -5 |
| Hazardous Condition | 5 | 12 | +7 |
| Public Service | 40 | 43 | +3 |
| Good Intentions | 37 | 48 | +11 |
| False Alarms | 30 | 23 | -7 |
| ***Total*** | **375** | **393** | +18 |
| Mutual/Auto-Aid/Strike Team | 9 | 8 | -1 |
| Concurrent Incidents | 107 | 124 | +17 |
| ***Fire Prevention*** | | | |
| Commercial Inspections | 12 | 8 | -4 |
| Plan Reviews | 14 | 19 | +5 |
| Business License Inspections | 3 | 0 | -3 |
| Permitted Inspections | 101 | 70 | -31 |
| Residential Inspections | 5 | 2 | -3 |
| Resale Inspections | 12 | 23 | +11 |
| Engine Company Inspections | 26 | 54 | +28 |
| ***Total*** | **147** | **176** | +29 |
| Weed Abatement | 0.5 hours | 4 | +3.5 hours |
| Fire Investigations | 3 hours | 50 | +47 hours |
| Pub Ed Events | 0 | 0 | 0 |
| ***Training Hours*** | 633.5 | 1044 | +410.5 |

# Department Highlights:

- The Woodland Fire Department hosted Fire Investigation 1A and said goodbye to Battalion Chief Jim Burau after 29 years of service. He will be missed.

## DIVISIONS

## ADMINISTRATION:

*Emergency Management*

- No new activities in this area

## OPERATIONS:

### Incident Activity

The WFD responded to a total of **393** incidents in January. They included:

- **17 Fires**, for a current annual total of **17.** The **17 fires** included:
  - **12** building/cooking fire, chimney, fire other
  - **1** passenger vehicle fire
  - **4** dumpster, outside rubbish, trash fires

- **250 EMS/Rescues**, for a current annual total of **250.** The EMS/Rescues included:
  - **44** Calls requiring medical assistance
  - **23** EMS calls, cancelled en route or on scene
  - **168** EMS Calls for people with injuries
  - **3** vehicle accidents with injuries
  - **11** motor vehicle/pedestrian accidents with or without injuries
  - **1** removal of victim(s) from stalled elevator

- **12 Hazardous Conditions,** for a current annual total to **12.** The Hazardous Conditions included:
  - **6** toxic conditions, oil or chemical spills, gas leak, hazardous conditions, other
  - **2** electrical wiring, arcing, shorted electrical equipment
  - **1** biological hazard, confirmed or suspected
  - **1** building or structure weakened or collapsed
  - **2** vehicle accident, general cleanup

- **46 Public Service** Calls, for a current annual total of **46.** The Public Services Calls included:
  - **6** calls to assist police or other governmental agencies
  - **16** calls for public service
  - **8** invalid public assistance calls
  - **11** cover assignment, standby, move up, water evacuation
  - **1** water or steam leak
  - **4** lock-out or service call, other

- **45 Good Intentions** calls, for a current annual total of **45.** The calls included:
  - **24** calls that were cancelled en route or CAD error
  - **15** no incident found on arrivals
  - **3** Steam, smoke, odor of smoke, barbeque, authorized burning
  - **3** good intent call, other

- **23 False Alarm** calls, for a current annual total of **23.**

### Concurrent Incidents:

These are incidents that come in simultaneously where apparatus and companies (a crew consisting of a Fire Captain, Engineer, and Firefighter) are either all committed to the same incident, or committed to separate incidents at the same time called **concurrent incidents.** Concurrent incidents occur as:

- **Single-engine calls**, (i.e., medical aids, investigation of a fire alarm sounding, lift assists, etc)

- **Multi-company calls** where more than one engine is committed to the same incident (i.e., high hazard calls such as structure fires, vegetation fires, highway incidents, rescues, hazardous materials releases, traffic accidents requiring extrication, or mass casualty incidents).

This month, our response time average for getting an initial fire engine on-scene is **5:33 Minutes** for fires and **5:01** for emergency medical services (EMS) calls.

**NOTE:** ***Delays in response times occur when we don't have fire stations located within a 1.5 mile driving distance from all locations within the City (i.e., Spring Lake development), and when concurrent incidents occur where the primary response engine to a particular location is already committed to an incident and another unit farther away must be dispatched to the call.***

The breakdown of **concurrent incidents** for January is:

| | | |
|---|---|---|
| 2 companies committed simultaneously | = | 72 times |
| 3 companies committed simultaneously | = | 28 times |
| 4 companies committed simultaneously | = | 23 times |
| 11 companies committed simultaneously | = | 1 times |

*[1] The Woodland FD staffs four companies so any incident requiring more than 4 companies must include neighboring fire departments through automatic-aid or mutual-aid agreements.*

The Woodland FD received **393** calls for service in January with **124** being Concurrent Alarms = **31.6%** of the time. There were **124** concurrent alarms in 2011 out of **393** total calls meaning 31.55%, or almost 1 out of every 4 calls would commit two or more fire units simultaneously.

Concurrent alarms prevent the fire department from responding all on-duty firefighters adequate staffing and resources to a structure fire or other major incident that would be heavily dependent on firefighter manpower at the scene to accomplish required tasks. We must then rely on recalling off-duty Firefighters and/or requesting allied agencies to assist us with additional calls (both of which are slow) and then we fail to meet our 4-minute response time standard. In the meantime our strategy and tactics must change to maximize firefighter safety at the risk of public safety and property conservation.

## Automatic or Mutual Aid:

Automatic Aid is provided to another agency through formal agreement and occurs automatically on **significant events** without any special request. The agencies we participate in automatic aid with are Davis, Dixon, UC Davis, West Sacramento, Rumsey Rancheria and the volunteer fire departments of Willow Oak, Yolo, and West Plainfield.

Mutual aid occurs when fire departments provide help to one another upon special request when a **significant event(s)** (large incident or multiple small incidents) take place. Every fire agency in Yolo County is a signatory to this agreement.

**Total Number of Aid Given/Received Incidents** in **January: 8**

**Aid Received:**
**6**

- **2** Davis Fire Department
- **2** Willow Oak Fire Protection District
- **1** Yolo Fire Protection District
- **1** American Medical Response (AMR)

**Aid Given: 2**

- **1** Elkhorn Fire Protection District

- **1** Knights Landing Fire Department

Current annual total is **8**.

***Note:*** *Our Automatic Aid and Mutual Aid agreements with neighboring agencies are based on our deployment of three fire engines, one ladder truck and one Battalion Chief. Any change in this deployment model will negatively impact our ability to provide assistance through these agreements and, consequently, to receive aid. "You have to give to get" is the foundation of these agreements.*

## Overtime Summary

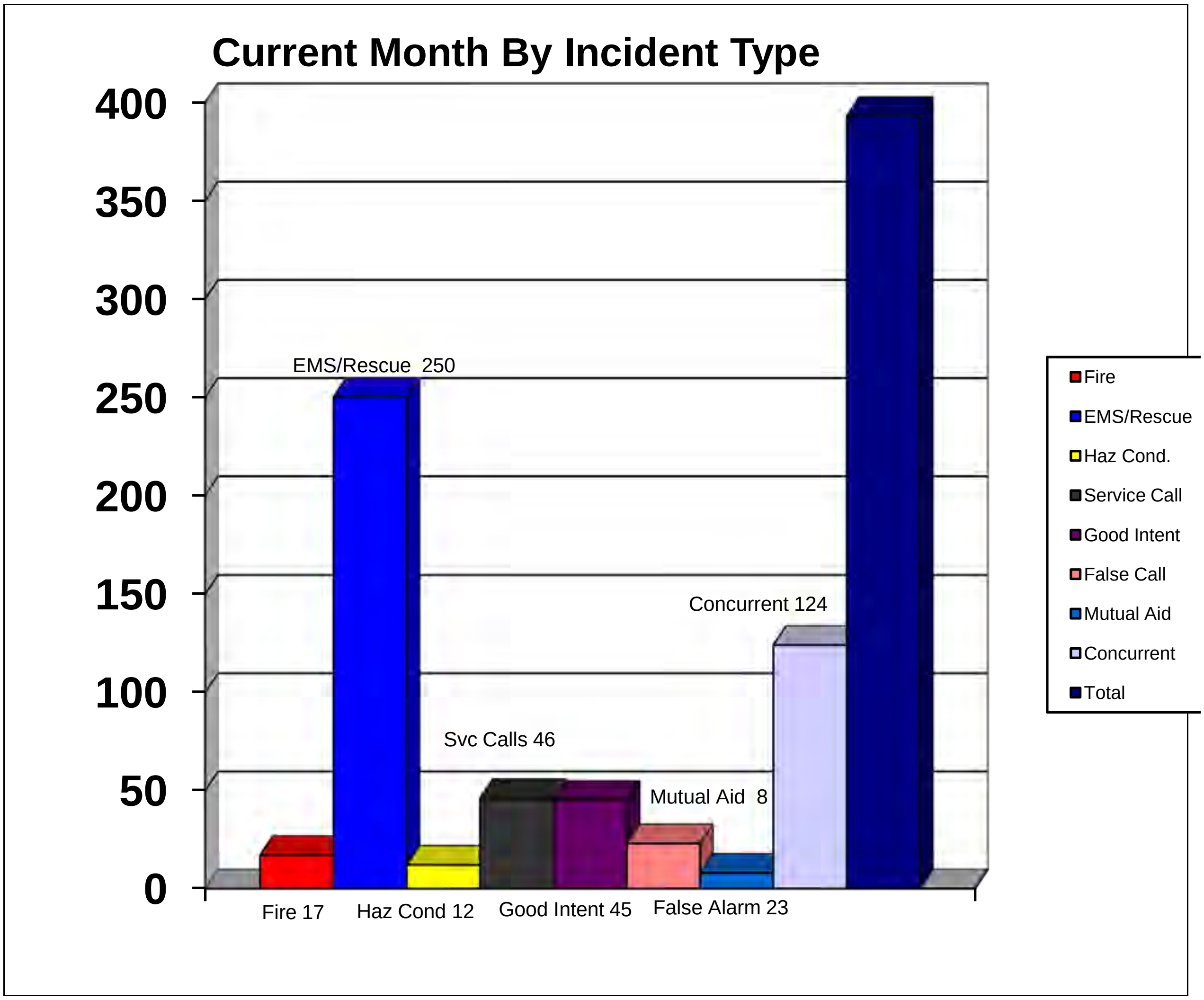
Our overtime expenses are in direct correlation to the filling of the Interim Fire Chief and Line Battalion Chief positions, along with daily staffing requirements and emergency call-backs for large events. As our staffing has been drastically reduced, mainly due to attrition (currently 16 total positions), our ability to absorb vacancies resulting from illness, vacation, and injury with on-duty relief staffing has been completely eliminated. Now instead of using on-duty relieve staffing when a vacancy occurs, we must hire back off-duty personnel on overtime to cover the vacancies. Also, having reduced on-duty staffing each day has caused an increased reliance on **call-back staffing** when large events or multiple small events occur. This too has caused a drain our on-duty resources, increasing the chance for illness and injury.

There were a total of **2,366** overtime hours worked during the month of January for a total cost of **$97,366.90.** (1**.0 FTE** of an entry level Firefighter, wages and benefits) This includes:

- **2191** hours of **Minimum Staffing** at a cost of **$89,992.99** for the month of January 2010. ***This included 456 hours of coverage for two Line Battalion Chief's vacancies one of which is filling the Interim Fire Chief's position*****.** In the City of Woodland, a minimum of four engine companies staffed with a minimum of 3 Firefighters each (1 Captain, 1 Engineer and 1 Firefighter) must be staffed daily per the MOU between the City and the Woodland Professional Firefighters Association.
    - The average hours of overtime used for the period January 2010 to January 2011 was **1,912** hours at a cost of **$75,330.04.**

- **93** hours were needed for **Call-Back Staffing** at a total cost of **$4,165.02** for the month of January 2010. *(Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels).*
    - There was an average of **57.04** hours per month used to provide Call Back Staffing at a cost of **$2,388.70** for the period January 2010 to January 2011.

***NOTE: Overtime increased significantly in January. We had two additional retirements, along with a Line Battalion Chief filling the Interim Fire Chief's position. The Department is operating at below minimum or "constant staffing", and January is a peak vacation month. No furloughs were used by shift staff during this period.***



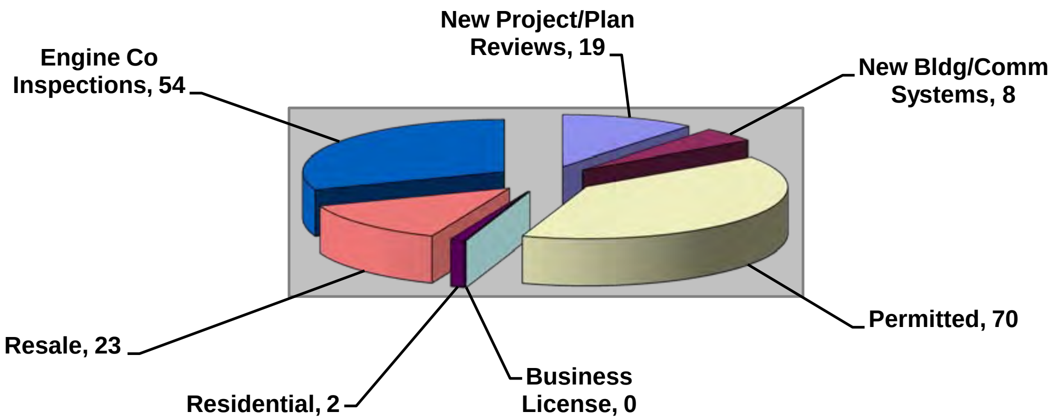

The graph above is a visual summary of the number of incidents that the Fire Department responded to during the weeks January 1, through January 31, 2011.

**Total Incidents to Date** for 2011 - **393**

**Average Response Time** for First Due Units: Fire: **5:33** EMS: **5:01**

## FIRE PREVENTION:

The Fire Prevention Bureau conducts several types of inspections and plan reviews. The Bureau concentrates on New Project Development, Civil Drawing Plan Reviews, Building Inspections, On Site Water Systems, Commercial Fire Sprinklers, Residential Fire Sprinklers, Fire Alarm Inspections, Specialized Fire Protection Systems, Fire Permits, Licensed Care Facilities, Business License Inspections, Resale Inspections, Fire Investigation and Code Enforcement, Public Education and Weed Abatement.




For the month of January 2010 the Fire Prevention Specialists conducted the following inspections and plan reviews:

| | |
|---|---|
| **Commercial** | |
| 0 | New Project Development Reviews |
| 12 | Plan Reviews |
| 2 | New Building Inspections |
| 6 | Commercial Fire Protection Systems |
| **Permit** | |
| 70 | Fire Permitted Annual Inspections |
| **Business License** | |
| 0 | Business License Inspections |
| **Residential** | |
| 7 | Residential Automatic Sprinkler System Plan Reviews |
| 2 | Residential Automatic Sprinkler System Inspections |
| 23 | Resale Residential Sprinkler Inspections |
| **Engine Company** | |
| 54 | Business and Mercantile Inspections |

*The Fire Prevention Division inspects new businesses and changes of ownership for occupancy usage and compliance of the Fire Codes. **Plan reviews** are what generate initial commercial and residential inspections. The fees for these inspections are included in the plan review fees. Inspections for commercial projects include the initial plan review, 4 inspections & 1 re-submittal of plans at a cost of **$717.00/riser + $2.00/sprinkler head**. Commercial Tenant Improvements are **$421.00/riser + $2.00/sprinkler head**. Residential plan review inspections include the initial plan review, 2 inspections & 1 re-submittal of plans at a cost of **$354.00/riser**. Residential Tenant Improvement plan reviews are **$284.00/riser**.*

***Permitted inspections** occur when any occupancy has activities that are either hazardous or considered special. (An example of a hazardous activity is a business that houses or manufactures chemicals, or combustibles such as repair shops, chemical warehouses, or airport hangers. Special activities include places of assembly, tents, and high-pile storage facilities.) The average permitted inspection is **$150.00/ea**.*

*Lastly, the Fire Prevention Division handles **Business License Inspection**, which carries a fee of **$165.00/ea** for all new businesses. However, this fee is presently under review. The current amount being collected for Business License Inspections is **$13.00/ea**.*

## Weed Abatement

- **4** hours were spent on weed abatement activities in the month of January.

**Note:** Due to the rainfall this year, we are seeing a much bigger problem with weeds. We believe that the Department will have to commit more staff time to this in the coming months, and that we will have to hire contractors to abate some properties ***for which we have no funds***. The process to abate property requires Council approval.

*Fire Investigation*

- **50 hours** of investigation were performed in the month of January.

*Public Education*

- There were no public education events in January, 2011.

***Note:*** *Funding for public education was eliminated in FY10/11 thereby cancelling our 1st Grade school program. The WFD will still visit schools and classrooms upon request, conduct station tours upon request, and attend public events upon request.*

*Maps*

- There were no mapping activities in January, 2011.

## TRAINING:

The following is a summary of training activities conducted in the Fire Training Division during the weeks of January 1 through January 31, 2011. During the month of January the following activities occurred at the Woodland Fire Department Training Division:
Training conducted at the Training Center including:
Training conducted at the Training Center including:

- 12 hours of Large Area Search (W. Sac Instructors)
- 24 hours of EMS / CPR Renewal (bi-annual)
- 10 + hours Engine Company Inspections
- Completed Annual Hearing Testing
- 20 + hours of Outside Training / Classes
- 24 hours of FF Safety (RIC)

During the month of January, career staff reported a total of **866.5** hours of training, resulting in an average of **24.1** hours of training per person.

The reserve staff reported a total of **40** hours of training for an average of **6.6** hours of training per person. The reserve staff completed EMS training, shift ride-a-longs, and ladders.

The Battalion Chiefs had a total of **53.5** hours of training, while the Fire Prevention Staff had a total of **84** hours of training.

**Highlights for the month of January:** The Woodland Fire Department hosted Investigation 1A class and said good-bye to Battalion Chief Jim Burau after 29 years of service he will be missed.

## January~ 2011 Training Hour(s):

| | |
|---|---|
| **Line staff** | **866.5** |
| **Battalion Chiefs** | **53.5** |
| **Fire Prevention** | **84.0** |
| **Reserves** | **40.0** |

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

**AGENDA ITEM**

**TO:** **THE HONORABLE MAYOR AND CITY COUNCIL**

**DATE:** March 15, 2011

**SUBJECT:** Public Works Monthly Status Report

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**Report in Brief**

The Public Work's Department Monthly Status Report includes an extensive summary of the monthly activity of all divisions within the Department. This report also includes information regarding key projects and/or activities throughout the months.

**Highlights**

- Staff completed 348 hours of training in the month of January.

The operations detail contained in this report is for the month of January 2011 and all project related information is current as of February 24, 2011.

Prepared by: Stephanie Frank
Administrative Secretary

Reviewed by: Gregor G. Meyer
Public Works Director

______________________________
Mark G. Deven
City Manager

Attachment

Public Works Department

Monthly Status Report

Summary – January 2011

| For the Month of January 2011 | | |
|---|---|---|
| **Division** | **Service Requests** | **Work Orders** |
| Administration | 692 | |
| Electrical | 56 | 137 |
| Environmental Services | | 16 |
| Facilities | 52 | 85 |
| Fleet | | 179 |
| Sewer | 34 | 128 |
| Signs & Markings | 0 | 94 |
| Storm Drain | 4 | 17 |
| Streets | 20 | 31 |
| Urban Forestry | 13 | 49 |
| Water | 645 | 247 |
| **Grand Total** | 1,516 | 995 |

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

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

| **Total for Calendar Year 2011**<br>Through 01/31/2011 | |
|---|---|
| Service Requests | Work Orders Complete |
| **1,516** | **995** |

With **1,516 Service Requests received**, Public Works crews handled **995 Work Orders** for the month of January. They included:

## Operations & Maintenance

*Administration:*

- The administration team received 1,516 Service Requests; 692 of which were handled through the front desk, and the other 824 requests were distributed to the appropriate division. (see chart above)
    - ♦ 37 Backflow Notifications were mailed to responsible parties regarding testing requirements
    - ♦ 286 Underground Service Alert (USA's) requests processed
    - ♦ 212 Delinquent Water Shut-Off's

*Electrical:*

- 68 Street Light Work Orders
    - ♦ 4 Asset Management Services
    - ♦ 1 Concrete Service
    - ♦ 1 Group Lamp Change
    - ♦ 53 Street Light Services
    - ♦ 3 New Installations
    - ♦ 1 Pole Number Service

- 3 Handhole Replacement Services
    - 1 Service Pedestal Maintenance
- 23 Traffic Signal Repairs
    - 5 Pedestrian Indicator Repair
    - 3 Power Loss Restorations
    - 5 Signal Repairs
    - 3 Pole Knockdown Repairs
    - 3 Timing Checks
    - Bi-Monthly Inspection
- 4 Facility Service Requests
- 7 Park Facility Service Requests
- 23 Water Pollution Control Facility Service Requests
- 6 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)
- Received/marked 286 Underground Service Alerts (USA's)

*Environmental Services:*

- 4 Green Waste Investigations
- 1 Public Nuisance Investigation
- 1 Storm System Investigation
- 10 Water Conservation Service Requests
    - 7 Metered Consumption Investigations
    - 3 Water Conservation Investigations

*Facilities:*

- 15 Repairs to City Hall
- 8 Repairs to Fire Stations 1, 2 &3
- 18 Repairs to the Library
- 15 Repairs to the Municipal Service Center
- 21 Repairs to the Police Department
- 8 Repairs to the Water Pollution Control Facility

*Fleet:*

- 179 Work Order Repairs to 83 different units (vehicles, apparatus & equipment)

*Sewer:*

- 24 Sewer Cleanout Services
    - 13 Preventive Maintenance Services – Installation
    - 8 Reactive Maintenance Services – Installation
    - 2 Inspections
    - 1 Repair
- 56 Gravity Main Services
    - 44 Preventive Maintenance Service Utilizing the CCTV (Closed Circuit Television)
        - 656 Events
            - 12,750.0 Linear Feet Inspected
    - 8 Preventive Maintenance service utilizing the HVVC (High Velocity Vacuum Truck)
        - 7,880 Linear Feet Cleaned
    - 1 Sanitary Sewer Overflow (SSO) Event

- Routine Inspections
- Routine Maintenance

- 39 Sewer Lateral Services
    - 10 Service Location Requests
    - 18 Inspections
    - 2 Preventive Maintenance Services utilizing the CCTV
    - 4 Repair Services
    - 2 Lateral Line Replacements
    - 1 Root Control Service
    - 2 Sanitary Sewer Overflow Events
- 9 Manhole Services (flushing & repair)
- Received/marked 286 Underground Service Alerts (USA's)

*Signs & Marking:*

- 18 Guide Sign Services
    - 16 Routine Maintenance Services
        - 24 Signs
    - 1 Graffiti Removal Services
    - Surveying
- 12 Object Marker Services
    - 11 Routine Maintenance Services
        - 41 Markers
    - Surveying
- 1 Raised Pavement Marker Service
    - 20 Markers
- 50 Regulatory Sign Services
    - 10 Cleaning Services
        - 13 Signs
    - 6 Graffiti Services
        - 6 Signs
    - 3 Installation Services
        - 7 Signs
    - 23 Routine Maintenance Services
        - 87 Signs
    - 2 Knockdown Services
        - 4 Signs
    - Surveying
- 1 Street Marking Service
    - Surveying
- 8 Warning Sign Services
    - 1 Cleaning Service
        - 2 Signs
    - 2 Graffiti Removal Services
        - 2 Signs
    - 4 Routine Maintenance Services
    - 1 Knockdown Repair
- 2 Community Billboard Change Out Service
- 2 Banner Service Requests

*Storm Drain:*

- 1 Gravity Main Service
    - Inspection
- 4 Gutter Services
    - Cleaning
    - 3 Illicit Discharges
- 2 Inlet Point Services
    - 1 Illicit Discharge
    - 1 Replacement
- 7 Lift Station Services
    - 4 Inspections
    - Debris Grates Cleaned
    - Routine Maintenance
- Open Channel Maintenance/Inspection
- Culvert Inspection
- Routine Maintenance

*Streets:*

- Road Edge Services
    - Curb & Gutter Spot Repair
        - 16 Square Feet
    - Erosion Control
    - Weed Abatement
- Sidewalk Path Services
    - Spot Repair
- 20 Road Services
    - Emergency Response
    - Pot Hole Patching
        - 946 Pot Holes Patched
    - Surveying
    - Traffic Control
    - Trash & Debris Clean-Up
    - Weed Abatement
- Sound Wall Services
    - 2 Graffiti Removal Services

*Urban Forestry:*

- 4 Tree Abatements
- 5 Hazardous Situation Responses
- Merit Injections
- 5 Tree Plantings
- 13 Tree Prunings
- 11 Trees Removed
- Small Tree Care
- Right of Way Clearing
- Stump Grinding

*Water:*

- Produced 215,773,160 gallons of drinking water in January

- Received/marked 286 Underground Service Alerts (USA's)
- 3 Backflow Investigations
- 17 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- 15 Hydrant Services
  - 2 Flushing Services
  - 6 Maintenance Services
  - 4 Repair Services
  - 3 Hydrants Replaced
- 3 Lateral Line Services
  - 1 Repair Service
  - 2 Lateral Lines Replaced
- 70 Lateral Valve Services
  - 1 Valve Abandoned
  - 1 New Service Valve Box Installation
  - 19 Leak Detection Services
  - 31 Locate Services
  - 1 Relocate Service Request
  - 9 Water On/Off Services (Finance, Contractor, Homeowner Request)
  - 4 Repair/Replace Service Valve Service
  - Water Quality Issue
- 39 Meter Services
  - 15 Meter Investigations
  - 19 Meter Repairs
  - 3 Meter Maintenance Services
  - 1 Meter Replacement
- 27 Pressurized Main Services
- 70 Production Well Services
  - 19 Inspections
  - 40 Maintenance Services
  - Sampling
  - No3 Monitoring
  - Disinfection Procedures
  - Security Services

**Environmental Services**

Solid waste/recycling:

- Monitored C&D debris recycling for 30 active projects. Closed out 5, two of which were non-compliant with ordinance and forfeited deposits.
- Initiated planning process for old Woodland Landfill regulatory closure.
- Participated in CalRecycle training workshops on Paint Stewardship and Proposed Mandatory Commercial Recycling Regulation.

Green waste:

- Issued 22 green waste violation door hangers, and conducted 3 code compliance follow-ups for illegal piles.
- Processed 1 composter rebate.

Water conservation:

- Conducted 4 code compliance investigations into water leaks/waste causing public nuisance.
- Provided on-site troubleshooting assistance at 7 residences with excessive metered water use.
- Attended Sacramento Valley Nursery & Landscape and California Irrigation Institute Conference workshops.

Stormwater:

- Coordinated stormwater pollution prevention plan (SWPPP) inspections for 8 active construction sites and 4 inactive sites and issued violation notice for construction site non-compliance with SWPPP.
- Issued 3 code compliance warnings for dirt pile placed in street and illicit discharges into storm drain system.

## Water Pollution Control Facility

Laboratory

- Collected samples and performed over 300 process control and National Pollutant Discharge Elimination System (NPDES) permit compliance tests for the wastewater treatment plant.
- Collected monthly influent, effluent and receiving water monitoring samples; submitted to contract laboratories.
- Collected samples and performed 45 tests on treatment plant storage ponds.
- Collected/tested numerous additional samples and worked closely with Operations to troubleshoot and resolve issues with the UV disinfection system.
- Kept Regional Board staff up to date on our efforts to resolve issues with UV disinfection system.
- Conferred with contractor regarding WIMS data management system, reviewed database.
- Prepared monthly Discharge Monitoring Reports and electronic Self-Monitoring Reports; submitted to the Regional Water Quality Control Board (RWQCB).
- Met with Regional Board staff regarding our request for a TSO for selenium. Prepared and submitted additional supporting documentation.
- Met with Yolo-Solano Air Quality Management District regarding an NOV (for odors off of the North Ponds) received in September 2010. Prepared and submitted a written response to NOV.
- Collected samples and performed 150 regulatory compliance tests for potable water.

Pretreatment

- Inspections
  - ♦ Auto Related Businesses - 25
  - ♦ Food Service Business - 5
- Plan review for Building/CDD - 1
- Permit applications or permits - 3
- Public education & outreach visits - 29
  - ♦ Including 1 TV news spot on the FOG recycle event
- Call-outs for spills/illicit discharges - 2
  - ♦ Issued an NOV for discharge to Storm System

- Reviewed 3 SIU self-monitoring reports
- Local Limits Sampling – 1 week of staff time
- Prepared draft version of Annual Pretreatment Report
- Development Review Committee meeting
- Monthly staff meeting/safety tailgate
- WPCF Safety Committee meeting
- Yolo DA's office Environmental Task Force meeting

## Utility Engineering

**Utility Engineering Legend:** **Bolded text** indicates new information

The initials enclosed in ( )'s denotes the lead PW staff on the project.

(DB) Doug Baxter, Principal Civil Engineer
(AO) Akin Okupe, Senior Civil Engineer
(MS) Mark Severeid,
(MC) Mark Cocke, Senior Civil Engineer
(CO) Clara Olmedo, Associate Civil Engineer

**Project:** Yolo Bypass/City Storm Flows (MC)

**Status:** **The information was sent in for publication in the Federal Register on January 7, 2011. The expected publication date is expected to be in mid March, 2011. This will start the formal 90 day Appeal Process for the PMR. After the appeal process is finished in mid June, 2011 assuming the mid March publication, the map will be finalized, publication in the Federal Register will be done, and the map will become effective 90 days after publication of the map in the Federal register.**

**What's Next:** **Waiting for publication of the PMR notification in the Federal Register.**

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**Project:** Wastewater Treatment Plant/NPDES Permit (5 Year Renewal) (MS/DB)

**Status:** In February 2009 the final NPDES permit was issued by the RWQCB. The new permit requires the City of Woodland to move to an improved source water supply. It also requires significantly more testing and studies that will substantially increase operating costs. The California Sportfishing Protection Alliance (CSPA) has petitioned the adopted NPDES to the State Water Board and requested the State Water Board to hold the NPDES in abeyance for an unspecified period of time. The immediate impact on the permit is unclear at this time. But CSPA wants limits imposed on: Oil and Grease, and Settleable Solids. CSPA has also requested a complete rewrite of the NPDES permit. The State Water Board will hold a hearing to make a decision at some point in the future.

On April 12, 2010, Mayor Skip Davies, Councilmember Bill Marble, City Staff and City's permit writing consultant Dan Rich met with senior staff from the Regional Water Quality Control Board (RWQCB). The purpose of this City requested meeting was to verify that boron, salt and selenium final limits will be in our waste discharge permit, and that these limits will cause the City to move to an improved water quality supply or other substantially more expensive treatment processes. We discussed all the conceivable alternatives and why improving our water quality supply is the least costly viable option. RWQCB made it clear that boron, salt and selenium final limits will be in our permit. RWQCB also said that they would enforce these limits with fines to eliminate all incentives to delay moving forward and that fines could be as high as $10 per gallon per day of wastewater not in compliance (at current flows the fines would be up to $60,000,000 per day). Under our current permit each year we have to submit compliance reports on moving to an improved source water supply. If we delay for example 2 years and saved $11,000,000 in interest, the fines would exceed that amount to eliminate any incentive to delay implementation of salt reduction.

In July, staff met again with RWQCB staff to discuss the recent establishment of Selenium discharge limits and the process for requesting a 5 year Time Schedule Order (TSO) for compliance (to place minimum mandatory fines in abeyance) since we're pursuing completion of the surface water project. RWQCB staff cited recent case decisions that now preclude them from issuing a 5 year TSO if the date for coming into compliance is over five years away. The city was told we could resubmit when we're within 5 years of compliance (or approx Jan 2011). Pending that point, Woodland will experience minimum mandatory fines of up to $12K per month. To date, the WPCF has 4 selenium violations and anticipates getting a Notice of Violation from the RWQCB soon. This will trigger the Mandatory Minimum Penalty stage of the violation process and will continue until the TSO is submitted and adopted by the RWQCB, in the August of 2011.

**What's Next:** The surface water project will continue to be pursued. Fiscal impacts of the permit will continue to be evaluated. Woodland staff met with the City Attorney to discuss options to the CSPA action. Staff advised the City attorney to meet with the Regional Board, to see if the Board would support a meeting with CSPA and the City. Regional Board said they will not support opening the NPDES discharge permit as a result of any agreements between the City and CSPA. So the City will wait and see if the State Water Board will agree to open the NPDES permit based on CSPA's petition at some later date. The hearing at the State Board could take up to two years before it's heard. Staff is looking into long-term planning options. Wastewater treatment long-term planning is underway.

The City of Woodland and the City of Davis evaluated the feasibility of combining treatment into a regional facility. The City of Davis is pursuing their own treatment facility. Both cities will continue to look for ways to work together when in the mutual interest of both cities. The City of Woodland will be updating the long-term facility plan for the Water Pollution Treatment Facility.

**Project:** Flood Protection (MC)

**Status:** **The Final Cost Sharing Agreement was presented to the Central Valley Flood Protection Board meeting of February 25, 2011.** Then the documents will be sent the Corps District HQ in San Francisco for review and **signature**.

**What's Next:** **After Corps District HQ in San Francisco approval in March the Feasibility Study can begin. The Final 2011 budget is still waiting for approval of the FY 2011 Federal Budget for the final appropriation fund amount ($100,000 or $500,000). The initial study action will be to seek Corps approval of the hydrology developed for Cache Creek by FloodSafe Yolo.** This will allow the Study to explore flood solutions that may involve modification of the Cache Creek Settling Basin.

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**Project:** Storm Drainage Enterprise Operation (MC)

**Status:** The RCD is developing the plan for the East detention Pond and beginning a control program for management and eradication of invasive non native plants that have begun to occupy the site (tamarisk trees and pepper weed). The vegetation program in Storez Pond and around Fire Station 3 is proceeding well and greened up with the fall rains.

**What's Next:** The RCD has developed the site plan using native salt tolerant vegetation, and management of the existing vegetation. Native seed collection has been done and the adapted plant will be grown out over the winter. A draft plan for the East Detention Pond was received in December and is under review. **A broad leaf weed control program will be started in March for Storez Pond.**

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**Project:** Surface Water Program (DB)

**Status:** The Woodland-Davis Clean Water Agency (Joint Powers Authority or JPA) is overseeing the Davis-Woodland Water Supply Project. Agency Board meeting times are currently held quarterly. Meeting locations alternate between the Woodland and Davis City Halls. The new project website at wdcwa.com contains the meeting agendas and any notices for variations in meeting schedules or locations. The Agency General Manager is Dr. Eric Mische. The current focus on the project includes finalizing the pending 1994 water rights permit evaluation and selection of a river intake option. The current Agency focus also includes pursuit of Federal and State supplemental funding opportunities, further analysis and development of innovative facility procurement options, and further development and implementation of community outreach and education opportunities.

Summer water purchase, land easements and use of the Sacramento River Intake agreements have been signed. On January 18 and 19th, the State held a hearing on our water rights. **State staff has written a favorable report in support of our water right application.**

**What's Next:** **State Board has the water right application approval on the agenda for their next meeting scheduled for March 1, 2011.** Focus is now on the Design-Build-Operate (DBO) "Request for Qualifications" process and clearing up land acquisition for the intake site and water treatment plant site.

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**Project:** Replace Elevated Storage Tank (DB/AO)

**Status:** The project is 99% complete. Steel structure has been painted.

The tank art work price came substantially higher than anticipated. It is very expensive to add art work painting after the initial paint has fully cured and full remobilization is needed. The existing tank paint is a coating system specially designed to protect the steel structure. This protective paint system must not be damaged or compromised so as to protect the tank structure for decades. The preparation work for any painted art work must be carefully done and monitored to protect the protective coating. If art work is done, consulting services will be needed to write the specification, inspect the work and test the paint thickness to make sure the paint remains adequately thick to protect the steel. These consulting services will cost about $18,000. Only qualified and experienced painters will be allowed to work on the tank. This is to make sure proper paint and highly technical application techniques are used, the existing coating system is not compromised, and for safety reasons. The paint and process is expensive. The January 2011 estimate from an appropriate painting specialists show cost (cost below includes the $18,000 noted above) at:

Only the City flag graphics on upper part of tank = $66,000
Only baseball numbers at the base of the tank = $47,400
Both City flag graphics and base numbers = $74,300

City staff has recommended not doing the supplemental paint work due to the potential for adverse impacts to the existing protective coating system, higher O&M costs, higher future costs of repainting, the very high initial costs, and overall budgetary implications.

**What's Next:** Tank will be connected to the system once operational systems are in place to control pressures until SCADA system is operational in mid 2011. Tank is on line. Water levels are gradually being increased. **This will be the last report on this project as it is on the March 1, 2011 Council Agenda for accepting this completed project.**

**Project:** Supervisory Control and Data Acquisition (SCADA) (DB/AO)

**Status:** SCADA contract has been awarded to Auburn Constructors and work has commenced. Work should be completed by summer 2011. Ecologic Engineering Inc. is the construction management firm and did an independent review of the design. FCC license has been obtained. **Work has proceeded very well and smoothly.**

The SCADA system and water-meter radio systems are totally separate operating systems. The water-meter radio system collects data via radio signals from the individual water-meters, sends it to a central location where the data is compiled, and then forwarded to our finance department for inclusion in customer's water bills. SCADA, on the other hand, is used to coordinate the functional workings of the City water system; including the storage tank and all 18 of our wells.

SCADA:

1. Allows the wells to operate in a coordinated manner so as to keep the tank at a near full condition to improve water pressure throughout the day.
2. Continuously monitor nitrate levels in our pumped groundwater to assure that it meets regulatory water quality standards without fail.
3. Monitors wells for operational readiness and physical condition.
4. Allows for the most efficient wells to be operated most frequently reducing overall pumping costs.
5. Monitor security issues

**What's New:** Work began September 2010. System should be operational by June 2011.

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**Project:** Replace Well 22 and Well 15 (CO/AO/DB)

**Status:** Over the years numerous attempts were made to solve the serious but intermittent problem of the wells pumping sand which gets into the distribution system and household plumbing. New well sites have been selected and coordinated with Parks. The new site for well 22 is 100 feet north-north-west of existing well 22 and similar distance north of Well 15. Staff received a technical memo on each well's evaluation. Staff also received a work proposal from Brown and Caldwell. Both wells have been drilled. City staff met with representative of CDPH (California Department of Public Health) who have determined that the City may stay with the upper limit of 1600 for electrical conductivity.

**What's Next:** Both wells are functional now and water quality testing has been done to allowing them to go on line. Final CDPH clearance and approval is being obtained.

**Project:** Backup Power for Wells (CO)

**Status:** Additional backup generating power was needed to 3 wells. Staff received proposals and awarded contract to the lowest responsible bidder. Well 4's fixed base generator has been installed under the Beamer water pipeline and Well 4 rehab work contract.

**What's Next:** This work is significantly completed. A portable generator currently sits on the Well 20 site; the other portable generator will stay in the MSC yard in case of an outage at any other wells that were equipped with a storm switch (Well 13,15,18, and 21). **The Well 4 generator has been set in place and has been tested**.

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**Project:** Groundwater Monitoring Wells (DB/AO)

**Status:** The location of the monitoring wells is being determined through the Groundwater Management Plan **and the Urban Water Management Plan**. One well has been installed and water sampling is periodically occurring.

**What's Next:** Funding approval is needed. Site selection is under way for future sampling well locations. It is planned that this work will be done in **2012** depending on the final approved Capital Improvement Plan that is currently under development.

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**Project:** Groundwater Management Plan (DB/AO)

**Status:** The draft of Groundwater Management Plan has been submitted and is out for public review. It was coordinated with similar work being done by the Yolo County Flood Control and Water Conservation District. Evaluation and writing of the GWMP is underway.

**What's Next:** City staff is reviewing comments from the public and making appropriate revisions to the Groundwater Management Plan. This Groundwater Management Plan has been re-noticed to the public for availability to review the revised document. It will be submitted to Council for approval on March 1, 2011.

We are perusing the 5-year update to the Urban Water Management Plan. There have been changes in State mandates for conservation and several of those items will need to be reflected as new action items in the new Urban Water Management Plan that will be completed this Fiscal Year. We do not have a list of these action items because it is still not determined what needs to be included and how it should be best implemented. We believe that ultimately citywide metering will lead to a significant (15% +/-) water use reduction and this was considered in setting our current rate structure. It was important to consider the conservation use reduction to make accurate predictions of capital and water use operation costs and revenue projections for the water rates.

Conservation is important to both minimize impact to the environment and to keep long-term operational and capital costs as low as possible.

---

**Project:** Water Focus Study (DB)

**Status:** Hydraulic modeling has been done. The sections of the report dealing with the coordination of the use of wells and surface water supplies are being written. Likewise, the report has been amended to reflect the expected 15% water conservation that should occur with the City being fully metered.

**What's Next:** Additional modeling is being done to determine best location of ground level tanks to blend surface water throughout the city. Water system calibration work was done in September 2010 which will allow the modeling to be more accurate.

Draft of study has been submitted to the City and City staff has commented on this document. Focus Study will be finalized once we get the results from a separate evaluation done on how best to blend and move the surface water throughout the City. This study may affect tank sizing and location. Modeling is also being done to determine the size and location of water transmission lines and tanks for the Surface Water Supply Project. This work is underway.

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**Project:** Meter Implementation Phase 2 (DB/AO)

**Status:** City staff received grant funding to install meters on 10,000 houses in the City. Council awarded contract to Teichert Construction, notice to proceed was issued on September 17, 2009. A construction management firm has been selected to manage the project.

Phase 1 metering involved about 5,000 water users and this work was recently completed. It included putting automated meter reading (AMR) equipment on existing meters of businesses as well as homes built post 1991. Phase 1 work is essentially completed. Actual water consumption based billing began for Phase 1 meter users in December 2010.

Phase 2 metering is for installing meters plus AMR on all the remaining 10,000 properties. In addition to installing water meters, many water service lines from water mains will need to be replaced due to their poor condition. Funding is provided by federal stimulus fund of $14.8M (half low interest loan and half grant) plus $2.3M in City Water Enterprise Funds. Staff successfully worked with the State to allow City share to be used last and not first which is normal and was previously required. Project is **75**% complete; staff attended training session with CDPH on claim reporting. Staff hopes to both completed the work and keep most of the cost within the federal stimulus fund so as to minimize the utilization of the $2.3M in City Water Enterprise Funds. Staff has completed the modification work that was needed on some of the older meter registers so more accurate data can be obtained to help homeowners with determining if they have leaks in their water plumbing system. By summer 2011 Phase 2 meters should be installed, except possibly for a few condominium and parks that may take a little bit longer.

**What's Next:** Staff will also submit quarterly report as indicated in the funding agreement to CDPH. Staff is continuing to work with the State to obtain grant/loan reimbursement funding checks for costs incurred for construction and staff time.

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**Project:** Well #1 Replacement (CO)

**Status:** The new Yolo County Courthouse project will displace the existing location of Well #1. Construction of a new well to replace existing Well 1 will need to be completed prior to construction of the new courthouse that is scheduled to begin December 2011. The new site for the new well location has been selected to be in the northeast area of Freeman Park in an area of minimal impact to the area normally used by park visitors. West Yost has completed design for the well drilling. **The well drilling portion of the project will be out for bids by early March 2011.**

**What's Next:** Funding of this project is still under negotiations between Re-development and by the State who will partly fund well replacement Design and construction must proceed to meet the new courthouse schedule for their groundbreaking ceremony scheduled for March 2012.

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**Project:** First New Ground Level Tank and Booster Pump Station (AO/DB)

**Status:** The City has a deficit in water storage and about 6,000 gallon per minute deficit in water pumping capacity. This project will significantly reduce these problems.

**What's Next:** Water modeling **has been done** to confirm the best location for the tank to address hydraulic deficiencies and to optimize the distribution of the higher quality water that will result from the surface water supply project. **The project will be located at the west end of David Douglass Park. Letters will be going out to residences located within 300 feet of the tank site as well as those adjacent to the park to invite them to a public meeting. The meeting is scheduled for March 16th at the Community Center. CEQA process is underway.**

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**Project:** East Street to Pioneer 36" Water Main (MC/CO)

**Status:** City is coordinating with four Spring Lake area developers to install a 36" water main instead of constructing a 12 inch water main that was part their obligation to front their developments in order for the City to save money and to meet the needs of the surface water project. The contract has been signed for Brown and Caldwell to perform design services for pipeline.

**What's Next:** Brown and Caldwell is obtaining topography, planned improvements, and road/RW alignments for the proposed pipeline route to minimize changes to the other proposed infrastructure.

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Approve Septic System for 1490 East Main

**Report in Brief**

1490 East Main Street is located on the south side of East Main Street within the boundaries of the SR 113 & East Main Street interchange. The property is not served by public sewer and the property owner has requested that the City approve the installation of a septic tank. The municipal code requires that a new septic system be approved by the City Council.

Staff recommends that the City Council authorize preparation of an agreement with the property owner to allow installation of a septic system contingent upon certain terms and conditions that will require the future connection to the City's sewer system based on the intensification of use as described herein and authorization of the City Manager to execute said agreement.

**Background**

The municipal code of the City of Woodland contains the following sections regarding septic systems and sewer service in the City of Woodland.

Section 23C-6-1 – Public sewer required

"Except as otherwise provided in this Article, it shall be unlawful for any person to connect to, construct, install or provide, maintain and use any other means of sewage disposal from any building in the city except by connection to a public sewer in the manner as in this chapter provided."

Section 23C-6-2 – Exception to public sewer requirement

"The city council, in exceptional circumstances, may permit a person to continue to use or construct a septic system which meets the satisfaction of the city engineer and the county health officer and reasonable conditions, including payment of fees for inspection and the like, may be imposed."

The purpose of these restrictions is to protect the groundwater and insure proper disposal of waste within the City of Woodland.

However, the property located at 1490 East Main does not have an available sewer main for connection and has remained undeveloped due to the lack of sewer access. Due to the elevation of the sewer lines in the vicinity, provision of public sewer would require extending a new main from the Pioneer Avenue and Main Street intersection over 1400 feet away. A study prepared in 2008 estimated the cost of providing sewer to this property to exceed $200,000.

In an effort to facilitate and support economic development during this challenging economic climate, the current property owner has requested that a septic system be allowed in support of a project to build a 7200 s.f. retail produce center. While the current policy of the City would usually discourage favorable consideration of such a request, staff believes that the municipal code allows limited exceptions and further believes that the current proposed project merits such consideration.

**Discussion**

The intent of municipal code is to protect the water table and insure the proper disposal of waste effluent within the City. However, in exceptional circumstances the City Council may make exceptions to this practice.

The cost to extend the sewer line is estimated to exceed $200,000, and it is uneconomical for a single property owner to extend the sewer line for a project this small in scale.

The proposed use is a low generator of waste effluent and staff believes that it would be appropriate to allow this as an interim use of the land until a more comprehensive land development project that can afford to extend the sewer is developed.

However, this recommendation is with the realization that it is a low intensity project and that should a high wastewater project be proposed (e.g. Fast food, Restaurant, Hotel) the sewer demand and risk to the City would be great enough that the septic tank should be abandoned, removed, and sewer connection required.

Therefore, a conceptual agreement has been developed wherein certain conditions would be incorporated that would allow the proposed project to move forward with the understanding that future connection to the City's sewer system would be required if the land use becomes more intense. These conditions are outlined as follows:

- Property Owner agrees to connect and pay fees within 180 days of extension of a future sewer main in front of the property,

- Property Owner agrees that the property will extend the sewer main in Main Street and connect to the sewer and pay fees upon an intensification of use as determined by the City Engineer and Zoning Administrator,

- Property Owner agrees to abandon the septic tank to County health standards with connection to the sewer or demolition of the building,

- Property Owner provides payment of staff time and City Attorney fees to draft the agreement.

Not granting an exception would mean that only a larger project that can spread the cost could be proposed on the land.

## Fiscal Impact

There is no fiscal impact to the City

## Public Contact

Posting of the City Council agenda.

## Alternative Courses of Action

Authorize preparation of an agreement with the property owner to allow installation of a septic system contingent upon certain terms and conditions that will require the future connection to the City's sewer system based on the intensification of use as described herein and authorization of the City Manager to execute said agreement.

Do not approve the installation of a septic system and require any development of the property be served by a public sewer main.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Bruce Pollard
Senior Civil Engineer

Reviewed by: Brent Meyer
Principal Engineer

Reviewed by: Paul Siegel
Deputy Director
Community Development

________________________
Mark G. Deven
City Manager

Attachments: Letter from Property Owner
Location Map

SAH
GROUP INC

REAL ESTATE BROKERAGE | PROPERTY MANAGEMENT
1731 Research Park Drive, Suite 101, Davis, CA 95618
Ph. 530-792-7205 Fax 866-833-4003; www.sahgroupinc.com

Mr. Brent Meyer, City Engineer
City of Woodland
Woodland, CA 95695
Attention: Mr. Paul Hanson, Senior Planner



Re: Request of a septic tank at 1490 E main Street, Woodland

Dear Mr. Meyer:

We propose to build a 7,200 (approx.) SF retail building to open a produce center at our property located at 1490 E Main Street, Woodland. The property is within the city limit but is not served by sewer system. The entire area between HW 113 and Matmore Road does not have access to the sewer line. Previous studies of the city estimated the price tag of approximately $250,000 to bring sewer service to this parcel. This is a too large amount of money for us to bring sewer to our site. Therefore, we request to allow us to install a septic tank for the proposed building. In the future we will be very eager to participate with other property owners currently not served by the sewer to bring sewer to this area, and if that happens, we will remove the septic tank and connect to the sewer system.

**Type of Use**: The proposed retail building will have a produce center similar to the two produce centers around us—1. at I-80 and Rd 32 B in Davis and 2. at I-80 and Pedrick Rd. in Dixon. We expect that this produce center will an welcome introduction to Woodland which does not have any produce center. We plan to build two toilets (one male stall and one female stall) in the building for the exclusive use of the operators/employees of the store and its customers.

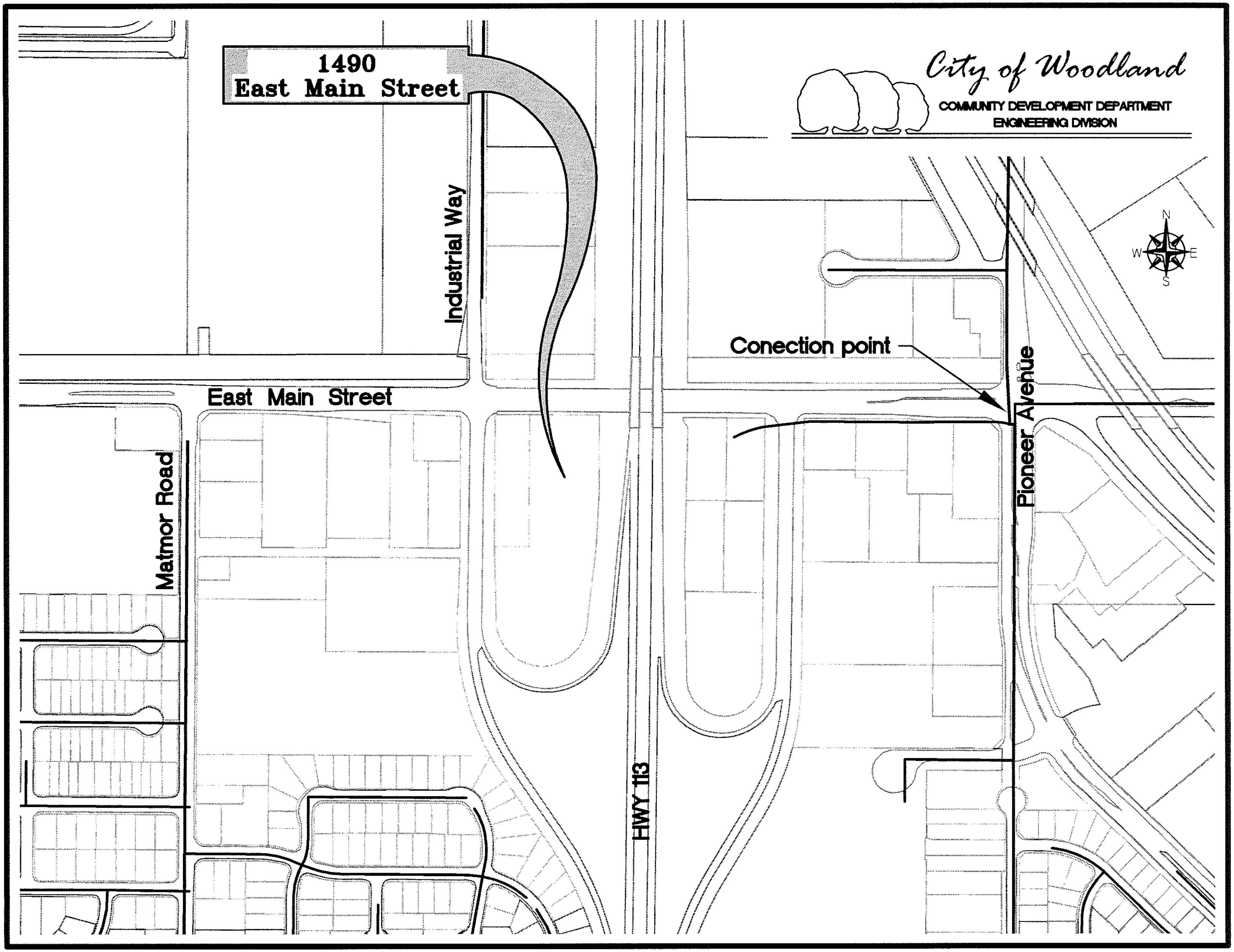
**Amount and Type of Daily Effluent Discharge**: The effluent will be generated from the two toilets. We will purchase only the prewashed produce from the distributors and produce venders. Since the produce will not require additional washing, we do not expect to generate organic matter in to the effluent. Some water will be used to spray the produce on the selves to keep them fresh. Very little amount to drainage will be expected from the water used for spraying the produce. We expect a daily discharge of approximately 200 to 250 gallons of effluent from the building depending on the type of toilet we use. We plan to use either high-efficiency (1.2 GPF) or ultra high-efficiency (0.8 GPF) toilets in the bathrooms. Please note that our estimate of the number of flush by the customer is very liberal.

I will very much appreciate if the city accepts my proposal and allows me to build the proposed building and septic tank. Please feel free to contact me for any additional information.

Sincerely,

Ram N. Sah

Ram N. Sah


1490
East Main Street
City of Woodland
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
N
W
E
S
Industrial Way
Conection point
Pioneer Avenue
East Main Street
Matmor Road
HWY 113

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: 2010 Supportive Housing Grant Renewal

**Report in Brief**

The City of Woodland has been receiving annually renewable Supportive Housing grants from the U.S. Department of Housing and Urban Development (HUD) for ten years in the amount of approximately $177,000. The City basically serves as a pass-through entity for the Yolo Wayfarer Center which uses the funds to provide services to the homeless at its shelter on 217 Fourth Street. To renew the grant, HUD requires that the City Council authorize the City Manager to execute a Conditioned Renewal Grant Agreement with HUD and a Subrecipient Agreement with the project sponsor, Yolo Wayfarer Center.

Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a Conditioned Renewal Grant Agreement with HUD for the 2010 Supportive Housing Grant in the amount of $177,343 and execute a subrecipient agreement with the Yolo Wayfarer Center.

**Background**

Initially, on December 30, 1994 HUD approved the City of Woodland's Supportive Housing Grant application in the total amount of $481,871 for a three-year project.

The project, operated by the Yolo Wayfarer Center as the subrecipient of the City's grant funds, focuses on expanding transitional housing availability for homeless families and singles. The Transitional Housing/Safe Haven program also established specialized services for the homeless and mentally ill.

On March 10, 1998 the City of Woodland renewed the Supportive Housing Program (SHP) grant with HUD for an additional three years, with a slightly higher amount of $496,388. Again, Yolo Wayfarer Center was the City's subrecipient of these grants funds for their Transitional Housing/Safe Haven program.

In 2001, the City was approved by HUD for a new one-year (annually renewable) Supportive Housing Grant in the amount of $175,151 for the Transitional Housing/Safe Haven program and has been funded each subsequent year since 2001.

For the last two years the City's renewal grant amount was slightly increased to $177,343. According to HUD, SHP renewal projects that included a leasing line item were given a four percent (4%) increase in the line item amount.

## Discussion

For program year 2010-11 (March 16, 2011 – January 31, 2012 based on the Federal calendar) the City's renewal grant was approved for $177,343. This year again, the City will retain the grant administration funds of $8,340 and enter into a subrecipient agreement for the balance of the funds ($169,003) with the Yolo Wayfarer Center once Council has approved the grant renewal. Once this agreement has been signed by the Yolo Wayfarer Center's Executive Director as well as the City Manager, grant funds may be drawn down from the Federal government for the program. The 2010 grant funds will be used by the Yolo Wayfarer Center to provide comprehensive supportive housing services and transitional housing to at-risk homeless residents of Woodland. The funds have become a critical component of the Wayfarer's budget and comprise approximately 35% of its transitional and supportive housing program budget.

## Fiscal Impact

The City annually receives $8,340 to administer the grant funds. This does cover the amount of staff time required to administer the grant disbursements, prepare the annual reports and monitor the subrecipient. There is no impact on the General Fund or other City funding sources.

## Public Contact

Posting of the City Council agenda.

## Alternative Courses of Action

1. Approve Resolution No. ____, authorizing the City Manager to execute a Conditioned Renewal Grant Agreement with HUD for a 2010 Supportive Housing Grant in the amount of $177,343 and execute a subrecipient agreement with the Yolo Wayfarer Center.

2. Do not approve Resolution No. ____, do not accept the 2010 Supportive Housing Program grant ($177,343) and provide alternative direction to staff.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Wendy Ross
Economic Dvlpt. Mgr.

__________________________
Mark G. Deven
City Manager

Attachment I: Resolution
Attachment II: Draft Sub recipient Agreement

**RESOLUTION NO. _____**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO EXECUTE A CONDITIONED RENEWAL GRANT AGREEMENT FOR A SUPPORTIVE HOUSING GRANT AND EXECUTE A SUBRECPIENT AGREEMENT WITH THE YOLO WAYFARER CENTER**

**WHEREAS**, the Supportive Housing Program is authorized by Title IV, Subtitle C, of the McKinney-Vento Homeless Assistance Act of 1987, as amended;

**WHEREAS**, the City of Woodland has annually received a Supportive Housing grant renewal since 2000;

**WHEREAS,** the Supportive Housing renewal grant annually funds the Yolo Wayfarer's Center families transitional program and singles transitional program.

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

**Section 1:** This City Council hereby authorizes the City Manager to execute a Conditioned Renewal Grant Agreement with HUD for a 2010 Supportive Housing Grant in the amount of $177,343;

**Section 2:** This City Council hereby authorizes the City Manager to execute a subrecipient agreement with the Yolo Wayfarer Center and any other documents necessary to implement this program;

**Section 3:** This City Council hereby authorizes the Finance Officer to amend the budget and make all changes necessary to accomplish the foregoing;

**Section 4:** This Resolution shall take effect from and after the date of its passage and adoption.

**PASSED, APPROVED AND ADOPTED** this 15th day of March, 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_______________________________
Artemio Pimentel, Mayor

ATTEST:

_______________________________
Ana Gonzalez,
City Clerk

APPROVED AS TO FORM:

_______________________________
Andrew Morris, City Attorney

**SUBRECIPIENT AGREEMENT**

**By and Between**

**THE CITY OF WOODLAND**

**and**

**YOLO WAYFARER CENTER**

**for the**

**SUPPORTIVE HOUSING PROGRAM**

**funded by the**

**McKinney-Vento Act**

**SUBRECIPIENT AGREEMENT**

**(SUPPORTIVE HOUSING PROGRAM)**

This **SUBRECIPIENT AGREEMENT** (this "Agreement"), dated for purposes of identification only this ________ ( ) day of _______ 2011 (the "Date of Agreement"), is made and entered into by and between the **CITY OF WOODLAND**, a municipal corporation and charter city, ("WOODLAND") and **YOLO WAYFARER CENTER**, a California non-profit corporation ("SUBRECIPIENT").

**<u>RECITALS</u>**

**A.** WOODLAND is the recipient of (McKinney-Vento Act Funds) Homeless Assistance Funds from the United States Department of Housing and Urban Development ("HUD") for the Calendar Year 2011.

**B.** SUBRECIPIENT proposes to provide the following scope of services for the Supportive Housing Program components: Single Men's Transitional Housing, Safe Haven, and Family Transitional Housing. The Single Men's Transitional Housing program component will provide a transitional shelter program for homeless men; The Safe Haven program component will assist the mentally ill homeless population with a transitional housing facility in the City of Woodland and; The Family Transitional Housing program component will provide Family Transitional Housing. The clients of the program will be provided with supportive services. The subrecipient's mailing address is as follows: Yolo Wayfarer Center, P.O. Box 1248, Woodland, California 95776, Attention: Ms. Leona Jull, Executive Director.

**C.** SUBRECIPIENT submitted to WOODLAND an application to receive a grant of Homeless Assistance Funds for the Calendar Year 2011 to assist with the administration of a Supportive Housing Program as described in Recital B, above.

**D.** SUBRECIPIENT's application for a grant of MCKINNEY-VENTO ACT Funds was approved by the City Council of the City of Woodland, subject to (i) approval by HUD of WOODLAND's MCKINNEY-VENTO ACT Application for Calendar Year 2011 and (ii) the execution by WOODLAND and SUBRECIPIENT of an agreement containing substantially the terms and conditions set forth in this Agreement.

**E.** On or about January 19, 2011, HUD informed WOODLAND of approval of Homeless Assistance Funds available under the 2010 McKinney-Vento Act homeless assistance competition.

**F.** WOODLAND and SUBRECIPIENT (jointly, the "Parties") desire to enter into this Agreement so that SUBRECIPIENT may receive a grant of Homeless Assistance Funds in consideration for SUBRECIPIENT's provision of certain services to WOODLAND and the community.

**NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:**

## Section 1. Definitions.

The following capitalized terms used in this Agreement shall have the following meanings:

**"Agreement"** means this Subrecipient Agreement by and between WOODLAND and SUBRECIPIENT.

**"MCKINNEY-VENTO ACT"** is defined in Recital A hereof.

**"MCKINNEY-VENTO ACT Funds"** is defined in Recital A hereof.

**"C.F.R."** means the Code of Federal Regulations.

**"Community Development Director"** means the Director of Community Development for the City of Woodland, or designee.

**"Conditions to Disbursement"** is defined in Section 2.3.2 hereof.

**"Costs"** means personnel services and non-personnel services costs necessary to provide the homeless assistance services under the Supportive Housing Program.

**"Covenants Re: Use of Federal Funds"** means those additional covenants of SUBRECIPIENT required due to the federal source of the Grant Proceeds which are attached hereto as Exhibit C and incorporated herein by this reference.

**"Date of Agreement"** is defined in the initial paragraph of this Agreement.

**"Default"** is defined in Section 7.1 hereof.

**"Disbursement Schedule"** is defined in Section 2.3.1 hereof.

**"Effective Date"** is defined in Section 10.14 hereof.

**"Grant"** is defined in Section 2.1 hereof.

**"Grant Proceeds"** means the proceeds of the Grant.

**"HUD"** is defined in Recital A hereof.

**"Operating Budget"** is defined in Section 6 hereof.

**"Parties"** is defined in Recital F hereof.

**"Salary and Benefits"** means the reasonable salary and benefits to paid by SUBRECIPIENT to Staff.

**"Schedule of Performance"** means the schedule pursuant to which SUBRECIPIENT shall provide the Services and the schedule which is attached hereto as Exhibit B and incorporated herein by this reference.

**"Scope of Services"** means the scope of services (i) which describes the Services to be provided by SUBRECIPIENT and (ii) which is attached hereto as Exhibit A and incorporated herein by this reference.

**"Services"** is defined in Section 4.1 of this Agreement.

**"Staff"** means each of the persons, individually, and all of the persons, collectively, hired by SUBRECIPIENT to provide the Services under this Agreement.

**"SUBRECIPIENT"** means the Yolo Wayfarer Center, a California non-profit corporation. The SUBRECIPIENT's Representative shall represent SUBRECIPIENT in all matters pertaining to this Agreement. Whenever a reference is made herein to an action or approval to be undertaken by SUBRECIPIENT, the SUBRECIPIENT's Representative is authorized to act on behalf of SUBRECIPIENT unless this Agreement specifically provides otherwise or thee context should otherwise require.

**"SUBRECIPIENT's Representative"** means Ms. Leona Jull, Executive Director of the Yolo Wayfarer Center.

**"WOODLAND"** means the City of Woodland, a municipal corporation and general law city, and any assignee of or successor to the rights, powers, and responsibilities of WOODLAND. The City Manager of the City of Woodland, or designee (hereinafter defined as the "Executive Director"), shall represent WOODLAND in all matters pertaining to this Agreement. Whenever a reference is made herein to an action or approval to be undertaken by WOODLAND, the City Manager is authorized to act on behalf of WOODLAND unless this Agreement specifically provides otherwise or the context should otherwise require.

**Section 2. Grant.**

**2.1 Amount of Grant.** WOODLAND agrees to grant to SUBRECIPIENT funds in the amount of One Hundred Seventy-Seven Thousand, Three Hundred Forty-three

Dollars ($177,343) (less administrative costs of ($8,340 retained by City) (the Grant") subject to all of the terms, covenants, and conditions of this Agreement. SUBRECIPIENT shall use the Grant Proceeds to provide Supportive Housing Program services for Single Men's Transitional Housing, Safe Haven, and Family Transitional Housing as identified in Attachment A—Scope of Services.

**2.2 Use of Federal Funds.** SUBRECIPIENT acknowledges and agrees that the Grant is funded from McKinney-Vento Homeless Assistance Funds allocated to WOODLAND by the United States of America. Accordingly, SUBRECIPIENT hereby provides to WOODLAND those covenants set forth in the Covenants Re: Use of Federal Funds.

**2.3 Disbursement of Grant Proceeds.** Upon satisfaction of the Conditions to Disbursement or written waiver thereof by WOODLAND, WOODLAND shall distribute the Grant Proceeds in accordance with the Disbursement Schedule.

**2.3.1 Schedule.** The Grant Proceeds shall be disbursed in by WOODLAND in accordance with the following schedule (the "Disbursement Schedule"):

A. The sum of one hundred sixty-nine thousand and three dollars ($169,003) shall be distributed upon receipt by WOODLAND from SUBRECIPIENT periodic performance reports in accordance with the proposed program goals and accomplishments that are reasonably satisfactory to the Community Development Director.

**2.3.2 Conditions Precedent to Disbursement.** SUBRECIPIENT agrees further that WOODLAND shall not be obligated to make any disbursement of the Grant Proceeds unless and until SUBRECIPIENT has fulfilled all of WOODLAND's customary conditions for a Grant (the "Conditions of Disbursement"). Such conditions include, for purposes of guidance and illustration, but are not limited to, the following:

A. WOODLAND shall have received and approved the Operating Budget pursuant to and in accordance with Section 6 of this Agreement.

B. WOODLAND shall have received all insurance certificates and endorsements required by it pursuant to and in accordance with Section 5.1 of this Agreement.

C. WOODLAND shall have received evidence that SUBRECIPIENT is a corporation duly organized and existing as a California non-profit corporation presently in good standing; that SUBRECIPIENT has the power as a corporation to enter into this Agreement; that all documents executed by SUBRECIPIENT pertaining to the Grant are valid and binding obligations; and that the officers and agents executing such documents are duly empowered and authorized to execute them.

D. WOODLAND shall, if requested, receive copies of any and all licenses, permits, notices, and certificates required by WOODLAND pursuant to and in accordance with Section 4.6 of this Agreement.

The Community Development Director may waive or modify in writing any of the Conditions to Disbursement of the Grant Proceeds.

**Section 3. Term.**

The term of this Agreement (the "Term") shall commence on March 16, 2011 and shall terminate on January 31, 2012 unless terminated earlier pursuant to Subsection 5.1.4 or Section 7 hereof.

**Section 4. Services.**

**4.1 Scope of Services.** In compliance with all of the terms and conditions of this Agreement, SUBRECIPIENT shall provide those services (the "Services") as specified in the Scope of Services. SUBRECIPIENT represents and warrants that all Services to be provided hereunder shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry for such services.

**4.2 Time for Performance.** Time is of the essence in the performance of this Agreement. SUBRECIPIENT shall perform and complete all Services hereunder in a timely and expeditious manner in accordance with the Schedule of Performance.

SUBRECIPIENT shall not be responsible for delays caused by circumstances beyond its control, provided that SUBRECIPIENT has delivered to WOODLAND written notice of the cause of any such delay within ten (10) days of the occurrence of such cause.

**4.3 SUBRECIPIENT's Application.** The Scope of Services shall include the Services set forth in the SUBRECIPIENT's application for the grant of McKinney-Vento Act funds which shall be incorporated herein by this reference as through fully set forth herein. In the event of any inconsistency between the terms of such application and this Agreement, the terms of this Agreement shall govern.

**4.4 Compliance with Law.** All Services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, regulations, and laws of the City and any Federal, State, or local governmental agency of competent jurisdiction.

**4.5 Licenses, Permits, Fees, and Assessments.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's sole cost and expense, any such licenses, permits, and approvals as may be required by law for the performance of the Services required by this

Agreement. SUBRECIPIENT shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and which arise from or are necessary for the performance of the Services required by this Agreement. If requested by WOODLAND, SUBRECIPIENT shall provide copies of any and all licenses, permits, notices, and certificates required by law for the provision of the Services. Within (7) days of receipt by SUBRECIPIENT, SUBRECIPIENT shall provide WOODLAND with copies of any notices, audits, inspections, or other documents received by SUBRECIPIENT form any Federal, State, or local governmental body, arising out of or relating to the provision of the Services.

**4.6 Nondiscrimination.** SUBRECIPIENT agrees not to discriminate against any person or class of persons by reason of sex, color, race, creed, religion, marital status, handicap, ancestry, or national origin in its provision of Services. To the extent this Agreement provides that SUBRECIPIENT offer accommodations or services to the public, such accommodations or services shall be offered by SUBRECIPIENT to the public on fair and reasonable terms.

**4.7 Familiarity with Work.** By executing this Agreement, SUBRECIPIENT represents and warrants that SUBRECIPIENT (i) has thoroughly investigated and considered the work to be performed, (ii) has investigated the site of the work and fully acquainted itself with the conditions there existing, (iii) has carefully considered how the work should be performed, and (iv) fully understands the facilities, difficulties, and restrictions attending the performance of the work under this Agreement. Should the SUBRECIPIENT discover any latent or unknown conditions materially differing from those inherent in the work or as represented by WOODLAND, SUBRECIPIENT shall immediately inform WOODLAND of such fact and shall not proceed except at SUBRECIPIENT's risk until written instructions are received from WOODLAND.

**4.8 Prohibition Against Subcontracting and Assignments.** Neither the whole nor any interest in, nor any of the rights or privileges granted under this Agreement shall be assignable or transferable or encumbered in any way without the prior written consent of WOODLAND. Any such purported assignment, transfer, encumbrance, pledge, subuse, or permission given without such consent shall be void as to WOODLAND. This is a personal services contract and the SUBRECIPIENT was chosen on the basis of characteristics unique to the SUBRECIPIENT. WOODLAND shall have the right to unreasonably or arbitrarily withhold its consent to any such assignment, transfer, encumbrance, pledge, subuse, or permission.

**4.9 Independent SUBRECIPIENT.** SUBRECIPIENT and any agent or employee of SUBRECIPIENT shall act in an independent capacity and not as officers or employees of WOODLAD. WOODLAND assumes no liability for SUBRECIPIENT's actions and performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied, or explicit, by or for SUBRECIPIENT. SUBRECIPIENT shall not have authority to act as an agent on behalf of WOODLAND unless specifically authorized to do so in writing. SUBRECIPIENT acknowledges that it is aware that because it is an independent SUBRECIPIENT, WOODLAND is making no deduction from any amount paid to SUBRECIPIENT and is not contributing to any fund on its behalf. SUBRECIPIENT disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

SUBRECIPIENT represents that SUBRECIPIENT has or will secure and maintain, at SUBRECIPIENT's sole cost and expense, all qualified and licensed personnel required to perform the Services. Staff and any additional personnel hired by SUBRECIPIENT shall be employees of SUBRECIPIENT. Such personnel shall not be deemed to be employees of WOODLAND or to have any contractual relationship with WOODLAND. Such personnel shall be authorized or permitted under State and local law to perform the Services.

**4.10 Inspection.** WOODLAND and its agents and representatives shall have the right at any reasonable time to observe the provision of the Services. WOODLAND is under no duty to supervise the provision of the Services. Any inspection or examination by WOODLAND is for the sole purpose of protecting and preserving WOODLAND's rights under this Agreement. No default of SUBRECIPIENT shall be waived by any inspection that there has been or will be compliance with this Agreement or that SUBRECIPIENT or Staff is in compliance with any Federal, State, and local laws, ordinances, regulations, and directives applicable to the performance of this Agreement or to the provision of the Services. SUBRECIPIENT shall make or cause to be made such other independent inspections as SUBRECIPIENT may desire for SUBRECIPIENT's own protection.

**Section 5. Insurance and Indemnification.**

**5.1 Insurance.** Without limiting WOODLAND's right to indemnification, SUBRECIPIENT shall secure prior to commencing any activities under this Agreement, and maintain during the Term of this Agreement, insurance coverage as set forth in this Section.

**5.1.1 Required Insurance.** SUBRECIPIENT shall secure and maintain the following coverage:

A. Workers' Compensation Insurance as required by California statutes;

B. Comprehensive General Liability Insurance, or Commercial General Liability Insurance, including coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, Broad-Form Property Damage, Independent SUBRECIPIENT's Liability and Fire Damage Legal Liability, in an amount of not less than One Million

Dollars ($1,000,000) per occurrence, combined single limit, written on an occurrence form; and

C. Comprehensive Automobile Liability coverage, including—as applicable—owned, non-owned, and hired autos, in an amount of not less than One Million Dollars ($1,000,000) per occurrence, combined single limit, written on an occurrence form.

The Executive Director, with the consent of WOODLAND's Risk Manager, is hereby authorized to reduce the requirements set forth above in the event it is determined that such reduction is in WOODLAND's best interest.

**5.1.2 Required Clauses in Policies.** Each insurance policy required by this Agreement shall contain the following clauses:

> "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days' prior written notice has been given to the Secretary of the City of Woodland, 300 First Street, Woodland, CA 95695."
>
> "It is agreed that any insurance maintained by the City of Woodland shall apply in excess of and not contribute with insurance provided by this policy."

Each insurance policy required by this Agreement, excepting policies for workers' compensation and professional liability, shall contain the following clause:

> "The City of Woodland, its officials, agents, employees, representatives, and volunteers are added as additional insured as respects of operations and activities of, or on behalf of the named insured, performed under contract with the City of Woodland."

**5.1.3 Required Certificates and Endorsements.** Prior to commencement of any work under this Agreement, SUBRECIPIENT shall deliver to WOODLAND (i) insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above and (ii) endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Such endorsements shall be signed by an authorized representative of the insurance company and shall include the signator's company affiliation and title. Should it be deemed necessary by WOODLAND, it shall be SUBRECIPIENT's responsibility to see that WOODLAND receives documentation, acceptable to WOODLAND, which confirms that the individual signing such endorsements is indeed authorized to do so by the insurance company. Also, WOODLAND has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

**5.1.4 Remedies for Defaults Re: Insurance.** In addition to any other remedies WOODLAND may have if the SUBRECIPIENT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, WOODLAND may, at its sole option:

A. Obtain such insurance and deduct and retain the amount of the premium for such insurance from any sums due under the Agreement;

B. Order the SUBRECIPIENT to stop work under this Agreement and/or withhold any payment(s) which become due to the SUBRECIPIENT hereunder until the SUBRECIPIENT demonstrates compliance with the requirements hereof;

C. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies WOODLAND may have and is not the exclusive remedy for the SUBRECIPIENT's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which the SUBRECIPIENT may be held responsible for payment of damages to person or property resulting from the SUBRECIPIENT's or its subcontractor's performance of the work covered under this Agreement.

**5.2 Indemnification.** As respects acts, errors, or omissions in the performance of Services under this Agreement, SUBRECIPIENT agrees to indemnify and hold harmless WOODLAND, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability or consequential acts, errors, or omissions in the performance of Services under the terms of this Agreement.

As respects all acts or omissions which do not arise directly out of the performance of Services, including but limited to those acts or omissions normally covered by general and automobile liability insurance, SUBRECIPIENT agrees to indemnify, defend (at WOODLAND's option), and hold harmless WOODLAND, its officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with SUBRECIPIENT's performance or failure to perform, under this Agreement; excepting those which arise out of the sole negligence of WOODLAND.

**Section 6. SUBRECIPIENT's Operating Budget.**

Concurrently with the submission to WOODLAND of copies of this Agreement executed by SUBRECIPIENT, SUBRECIPIENT shall submit to WOODLAND an operating budget (the "Operating Budget") which specifies how SUBRECIPIENT proposes that the Grant Proceeds be allocated among the following permitted uses: Salary, Benefits, and Costs. WOODLAND shall have the right to review and either approve or disapprove the proposed Operating Budget, in WOODLAND's sole discretion. In the event WOODLAND disapproves the proposed Operating Budget, Woodland shall deliver in writing the reasons for such disapproval. In such event, SUBRECIPIENT shall revise and resubmit the proposed Operating Budget to WOODLAND within thirty (30) days of such disapproval. WOODLAND shall either approve or disapprove the revised Operating Budget within fifteen (15) days of WOODLAND's receipt. The approved Operating Budget is included as Exhibit E of this Agreement.

**Section 7. Enforcement of Agreement; Termination of Agreement.**

**7.1 Events of Default.** For purposes of this Section 7, the word "Default" shall mean the failure of SUBRECIPIENT to perform any of SUBRECIPIENT's duties or obligations or the breach by SUBRECIPIENT of any of the terms and conditions set forth in this Agreement. In addition, SUBRECIPIENT shall be deemed to be in Default upon SUBRECIPIENT's (i) application for, consent to, or suffering of, the appointment of a receiver, trustee or liquidator for all or a substantial portion of its assets, (ii) making a general assignment for the benefit of creditors, (iii) being adjudged bankrupt, (iv) filing a voluntary petition or suffering an involuntary petition under any bankruptcy, arrangement, reorganization, or insolvency law (unless in the case of an involuntary petition, the same is dismissed within thirty (30) days of such filing), or (v) suffering or permitting to continue unstayed and in effect for fifteen (15) consecutive days any attachment, levy, execution, or seizure of all or a substantial portion of SUBRECIPIENT's assets or of SUBRECIPIENT's interests hereunder.

WOODLAND shall not be deemed to be in Default in the performance of any obligation required to be performed by WOODLAND hereunder unless and until WOODLAND has failed to perform such obligation for a period of thirty (30) days after receipt of written notice from SUBRECIPIENT specifying in reasonable detail the nature and extent of any such failure; provided, however, that if the nature of WOODLAND's obligation is such that more than thirty (30) days are required for its performance, then WOODLAND shall not be deemed to be in Default if WOODLAND shall commence to cure such performance within such thirty (30) day period and thereafter diligently prosecute the same to completion.

**7.2 Institution of Legal Actions.** In addition to any other rights and remedies, and subject to the restrictions otherwise set forth in this Agreement, either Party may institute an action at law or in equity to seek the specific performance of the terms of this Agreement, to cure, correct, or remedy any Default, to recover damages for any Default, or to obtain any other remedy consistent with the purpose of this Agreement. Such legal actions must be instituted in the Superior Court of the County of Yolo, State of California, in an appropriate municipal court in Yolo County, or in the United States District Court for District of California in which Yolo County is located.

**7.3 Acceptance of Service of Process.** In the event that any legal action is commenced by the SUBRECIPIENT against WOODLAND, service of process on WOODLAND shall be made by personal service upon the Community Development Department Director or in such other manner as may be provided by law. In the event that any legal action is commenced by WOODLAND against the SUBRECIPIENT, service of process on the SUBRECIPIENT shall be made in such other manner as may be provided by law.

**7.4 Rights and Remedies Are Cumulative.** Except as otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same Default or any other Default by the other Party.

**7.5 Inaction Not a Waiver of Default.** Any failures or delays by either Party in asserting any of its rights and remedies to any Default shall not operate as a waiver of any Default or of any such rights or remedies, or deprive either such Party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert, or enforce any such rights or remedies.

**7.6 Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Agreement.

**7.7 Attoneys' Fees.** WOODLAND and SUBRECIPIENT agree that in the event of litigation to enforce this Agreement or terms, provisions, and conditions contained herein, to terminate this Agreement, or to collect damages for a Default hereunder, the prevailing party shall be entitled to all costs and expenses, including reasonable attorneys' fees, incurred in connection with such litigation.

**7.8 Immediate Termination for SUBRECIPIENT's Default.** In the event of any Default by SUBRECIPIENT, WOODLAND may immediately terminate this Agreement. Such termination shall be effective immediately upon receipt by SUBRECIPIENT of written notice from WOODLAND. In such event, SUBRECIPIENT shall have no further rights hereunder; WOODLAND shall have all other rights and remedies as provided by law.

**7.9 Termination Without Cause.** WOODLAND may terminate this Agreement at any time without the necessity of cause or Default by SUBRECIPIENT by giving fifteen (15) days notice in writing to SUBRECIPIENT. In such event, SUBRECIPIENT shall have no further rights hereunder, except that SUBRECIPIENT shall be paid for all Services rendered prior to receipt of notice of such termination.

**Section 8. Documents and Data.**

**8.1 Data to be Furnished by WOODLAND.** WOODLAND shall furnish to SUBRECIPIENT such documents and materials pertinent to the provision of Services hereunder as WOODLAND may possess or acquire.

**8.2 Ownership of Documents.** All documents and materials furnished by WOODLAND to SUBRECIPIENT pursuant to Section 8.1 hereof shall remain the property of WOODLAND and shall be returned to WOODLAND upon termination of this Agreement.

**Section 9. Audit of Records.**

SUBRECIPIENT shall keep such books and records as shall be necessary to perform the Services required by this Agreement and to enable WOODLAND to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles.

WOODLAND shall have the right to audit SUBRECIPIENT's records pertaining to this Agreement and the services to be performed hereunder at SUBRECIPIENT's office location as set forth in Section 10.2 hereof. SUBRECIPIENT agrees to make available all pertinent records for the purpose of conducting such an audit at that location, during normal business hours.

**Section 10. Miscellaneous Provisions.**

**10.1 Waiver.** Inaction by WOODLAND or SUBRECIPIENT with respect to a Default hereunder shall not be deemed to be a waiver of such Default. The waiver by either WOODLAND or SUBRECIPIENT of any Default hereunder shall not be deemed to be a waiver of any subsequent Default.

**10.2 Notices.** All notices, demands, or other writings to be made, given, or sent hereunder, or which may be so given or made or sent by either WOODLAND or SUBRECIPIENT to the other shall be deemed to have been given when in writing and personally delivered or if mailed on the third ($3^{rd}$) day after being deposited in the United States mail, certified or registered, postage prepaid, and addressed to the respective Parties at the following addresses:

| | |
|---|---|
| If to WOODLAND: | City Clerk<br>City of Woodland<br>300 First Street<br>Woodland, California 95695<br>FAX No. (530) 661-5813 |
| With copies to: | City of Woodland<br>Economic Development<br>300 First Street<br>Woodland, California 95695<br>FAX No. (530) 668-1127 |
| If to SUBRECIPIENT: | Yolo Wayfarer Center<br>P.O. Box 1248<br>Woodland, CA 95776 |

**10.3 Relationship of Parties.** Nothing contained herein shall be deemed or construed by the Parties, nor by and third party, as creating the relationship of principal and agent or of partnership or of joint venture between the Parties, it being understood and agreed that SUBRECIPIENT is and will be at all times an independent SUBRECIPIENT pursuant to this Agreement and shall not, in any way, be considered to be an officer, agent or employee of the Agency or the City.

**10.4 Time of the Essence.** Time is hereby expressly declared to be the essence of this Agreement and of each and every term, covenant and condition hereof which relates to a date or a period of time.

**10.5 Remedies Cumulative.** The remedies given to WOODLAND and SUBRECIPIENT herein shall be cumulative and are given without impairing any other rights given WOODLAND or SUBRECIPIENT by statute or other law now existing or hereafter enacted, and the exercise of any one (1) remedy by WOODLAND or SUBRECIPIENT shall not preclude the exercise of any other remedy.

**10.6 Effect of Invalidity.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of its terms and provisions to persons and circumstances other than those to which it has been held invalid or enforceable shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**10.7 Successors and Assigns.** This Agreement and the covenants and conditions contained herein shall be binding upon and inure to the benefit of and shall apply to the successors and assigns of WOODLAND and to the permitted successors and assigns of SUBRECIPIENT, and all references to “WOODLAND” or “SUBRECIPIENT” shall be deemed to refer to and include all permitted successors and assigns of such Party.

**10.8 Entire Agreement.** This Agreement and the exhibits hereto contain the entire agreement of WOODLAND and the SUBRECIPIENT with respect to the matters covered hereby, and no agreement, statement or promise made by any of the Parties which is not contained herein, shall be valid or binding. No prior agreement, understanding, or representation pertaining to any such matter shall be effective for any purpose. No provision of this Agreement may be amended, modified, or added except by an agreement in writing signed by WOODLAND and SUBRECIPIENT.

**10.9 Authority.** Each individual executing this Agreement on behalf of a corporation, nonprofit corporation, partnership, or other entity or organization, represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of such entity or organization and that this Agreement is binding upon the same in accordance with its terms. SUBRECIPIENT shall, at WOODLAND's request, deliver a certified copy of its governing board's resolution or certificate authorizing or evidencing such execution.

**10.10 Conflicts of Interest.** No member, official, or employee of WOODLAND shall have any interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to this Agreement which affect his or her interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested.

**10.11 Time for Acceptance of Agreement by WOODLAND.** This Agreement, when executed by SUBRECIPIENT and delivered to WOODLAND, must be authorized, executed and delivered to WOODLAND on or before forty-five (45) days after the execution and delivery by the SUBRECIPIENT or this Agreement shall be void, except to the extent that SUBRECIPIENT and WOODLAND shall consent in writing to a further extension of time for the authorization, execution, and delivery of this Agreement.

**10.12 Non-Liability of Members, Officials, and Employees of WOODLAND.** No member, official, or employee of WOODLAND shall be personally liable to SUBRECIPIENT, or any successor in interest, in the event of any Default of breach by WOODLAND or for any amount which may become due to SUBRECIPIENT or SUBRECIPIENT's successors, or on any obligation under the terms of this Agreement. SUBRECIPIENT hereby waives and releases any claim SUBRECIPIENT may have against the members, officials, or employees of WOODLAND with respect to any Default or breach by WOODLAND or for any amount which may become due to SUBRECIPIENT or SUBRECIPIENT's successors, or any obligations under the terms of this Agreement. SUBRECIPIENT makes such release with the full knowledge of Civil Code Section 1542 and hereby waives any and all rights thereunder to the extent of this release, if such Section 1542 is applicable. Section 1542 of the Civil Code provides as follows:

> “A general release does not extend claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

**10.13 Controlling Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

**10.14 Effective Date.** This Agreement shall be effective on the date on which this Agreement is executed by WOODLAND and such date shall be the “Effective Date.”

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT AS OF THE RESPECTIVE DATES SET FORTH BELOW.**

**"WOODLAND"**

**CITY OF WOODLAND**
a municipal corporation and charter city

Dated: ____________________ By: ________________________________________
Mark G. Deven
City Manager

**ATTEST:**

**ANA GONZALEZ, CITY CLERK**

By: ________________________________
Ana Gonzalez
City Clerk

**"SUBRECIPIENT"**

**YOLO WAYFARER CENTER**
a California non-profit pubic benefit corporation

Dated: ____________________ By: ________________________________________
Leona Jull
Executive Director

**EXHIBIT A—SCOPE OF SERVICES**

During the Term of this Agreement, SUBRECIPIENT shall diligently and continuously provide the following services (the "Services"):

**Section 1. Maintain Office.** Throughout the term of this Agreement, to provide the Services, SUBRECIPIENT shall manage and operate its proposed programs at the designated locations and provide its mailing address at P.O. Box 1248, Woodland, CA 95776 and maintain its office located at 201 Fourth Street, Woodland, CA 95776.

**Section 2. Hours of Operation.** SUBRECIPIENT shall provide staff to operate office continuously between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on legal holidays.

**Section 3. SUBRECIPIENT's Reports.** SUBRECIPIENT shall file reports on a quarterly basis in the format provided by WOODLAND, or in a format provided by SUBRECIPIENT that is acceptable to WOODLAND.

**3.1 Schedule.** All Quarterly Reports shall be filed in accordance with the format as set forth by the U.S. Department of Housing and Urban Development (HUD).

**3.2 Contents.** Each Quarterly Report shall contain, or be accompanied by, an itemized statement showing all information required by WOODLAND, including, without limitation:

**A.** The amount expended or incurred by SUBRECIPIENT and due and payable for Salary and Benefits, and Costs for such reporting quarter.

**B.** Evidence reasonably satisfactory to the Community Development Director showing that allowable costs and expenses for which SUBRECIPIENT seeks reimbursement were actually incurred in the reporting field.

**3.3 Certification.** Each Quarterly Report shall be certified as complete and correct by the Executive Director of SUBRECIPIENT.

**Section 4. Supportive Housing Program Services.** SUBRECIPIENT shall provide all costs and services associated with the three Supportive Housing Program components: Single Men's Transitional Housing, Safe Haven and Family Transitional Housing in the City of Woodland.

**Section 5. Administration of Grant Funds.** Throughout the term of this Agreement, WOODLAND shall administer the grant funds as well as review the Quarterly Reports submitted by SUBRECIPIENT. From the grant amount of One Hundred Seventy-Seven Thousand and Three Hundred Forty-Three Dollars ($177,343), WOODLAND shall retain a total of Eight Thousand Three Hundred Forty Dollars ($8,340) for its grant administration costs.

## EXHIBIT B—SCHEDULE OF COMPENSATION

SUBRECIPIENT will be reimbursed for approved costs associated with the implementation of the Supportive Housing Program components (Single Men's Transitional Housing, Safe Haven, and Family Transitional Housing) following the submission of invoices with attached documentation in a format acceptable to WOODLAND. Total reimbursement for costs associated with the Supportive Housing Program shall not exceed the total grant amount of One Hundred Seventy-Seven Thousand and Three Hundred Forty-Three Dollars ($177,343) less City administrative costs of ($8,340) in the amounts listed in Exhibit E—Operating Budget.

## EXHIBIT C—COVENANTS RE: USE OF FEDERAL FUNDS

SUBRECIPIENT acknowledges and agrees that the Grant is funded from McKinney-Vento Act funds allocated to WOODLAND by the United States of America. Accordingly, SUBRECIPIENT covenants and agrees as follows:

**Section 1. Non-Discrimination.** SUBRECIPIENT shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, or ancestry.

**Section 2. Civil Rights Act.** SUBRECIPIENT shall comply with the Civil Rights Act of 1964, as amended, and all regulations applicable thereto.

**Section 3. Compliance with OMB Circular No. A-122.** SUBRECIPIENT shall comply with the requirements and standards of OMB Circular No. A-122 and with the Attachments A, B, C, F, H, N (as modified in accordance with the provisions of 24 C.F.R. 570.502 (b)(6)) and O.

**Section 4. Reversion of Assets.** Upon the expiration or termination of this Agreement, SUBRECIPIENT shall transfer to WOODLAND any McKinney-Vento Act funds on hand and any accounts receivable attributable to the use of McKinney-Vento Act funds. If at the time of the expiration or termination of this Agreement there is under the control of SUBRECIPIENT any real property that was acquired or improved in whole or in part with McKinney-Vento Act funds in excess of Twenty-Five Thousand Dollars ($25,000), then such real property shall either be:

A. Used to meet one (1) or more of the national objectives set forth in 24 C.F.R. 570.208 for not less than fifteen (15) years after the date of expiration or termination of this Agreement, or such longer period of time as determined appropriate by WOODLAND; or

B. Disposed of, within five (5) years after the date of expiration or termination of this Agreement, in a manner which results in WOODLAND being reimbursed in the amount of the then current fair market value of said real property less any portion thereof attributable to expenditure of non-McKinney-Vento Act funds for said acquisition or improvement.

**Section 5. Program Income.** Any Program Income received by SUBRECIPIENT prior to the expiration of this Agreement shall either (i) be treated as additional grant proceeds subject to all applicable requirements governing the use of grant proceeds, or (ii) be returned to WOODLAND, as required by 24 C.F.R. 570.504(b). Any Program Income on hand when this Agreement expires or received after the expiration of this Agreement shall be paid to WOODLAND as required by 24 C.F.R. 570.503(8).

**Section 6. Training and Employment Opportunities.** SUBRECIPIENT acknowledges that the work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the U.S. Department of Housing and Urban Development (the “Department”), and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (“Section 3”). Section 3 requires, that to the greatest extent feasible, opportunities for training and employment be given to lower income residents and that contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by, persons residing in the area of the project. SUBRECIPIENT shall comply with the provisions Section 3 and the regulations issued pursuant thereto by the U.S. Secretary of Housing and Urban Development as set forth in 24 C.F.R. Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement.

**Section 7. No Disability.** SUBRECIPIENT certifies and agrees that it is under no contractual or other disability which would prevent it from complying with the laws and regulations referred to in this Exhibit C of the Agreement.

**Section 8. Notice to Labor Organizations.** SUBRECIPIENT shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising such labor organization or workers’ representative of its commitments under the Section 3 clause (set forth in Section 6 of this Exhibit C) and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

**Section 9. Include in Subcontracts.** SUBRECIPIENT shall include a Section 3 clause in every subcontract for work in connection with the project and shall, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the sub-contractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 C.F.R. Part 135. SUBRECIPIENT shall not subcontract with any sub-contractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and shall not let any subcontract unless the sub-contractor has first provided it with a preliminary statement of ability to comply with the requirements of said regulations.

**Section 10. Sanctions.** Compliance with the provisions of Section 3, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders of the

Department issued thereunder prior to the execution of this Agreement shall be a conditional of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject SUBRECIPIENT, its sub-contractors, its successors, and assigns to those sanctions as are specified by 24 C.F.R. Part 135.

**Section 11. Americans with Disabilities.** SUBRECIPIENT shall not discriminate against handicapped persons in the provision of the Services and shall provide accessibility for handicapped persons to the Services provided under this Agreement. SUBRECIPIENT shall comply with all applicable requirements of the Americans with Disabilities Act of 1990 and implementing regulations (28 C.F.R. Parts 35-36), in order to provide handicapped accessibility to the extent readily achievable.

**Section 12. Patents and Copyrights.** SUBRECIPIENT acknowledges and agrees that HUD reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, for Federal Government purposes:

A. The copyright in any work developed under the Grant or this Agreement;

B. Any rights of copyright to which SUBRECIPIENT purchases ownership with Grant Proceeds;

C. The patent for any invention developed under the Grant or this Agreement; and

D. Any rights in any patent to which SUBRECIPIENT purchases ownership with Grant Proceeds.

**Section 13. Compliance with Law.** SUBRECIPIENT hereby covenants and agrees that it has complied and will continue to comply with the Housing and Community Development Act of 1974 ("the Act"), and all applicable Federal, State, and local laws, ordinances, regulations, policies, guidelines, and requirements as they relate to acceptance and use of Federal funds for this Federally-assisted program. This Agreement is subject to all such laws, ordinances, regulations, policies, and guidelines, including, without limitation, the Act; 24 CFR Part 85; 24 CFR Part 570; and applicable U.S. Office of Management and Budget Circulars, including, without limitation, A-21, A-110, A-122, and A-133.

**Section 14. Records Retention.** Financial records, supporting documents, statistical records, and all other records pertaining to the use of the funds provided under this Agreement shall be retained by SUBRECIPIEINT for a period of five (5) years, at a minimum, and in the event of litigation, claim, or audit, the records shall be retained until all litigation, claims, and audio findings involving the records have been fully resolved. Records for non-expendable property acquired with Federal funds provided under this Agreement shall be retained for five (5) years after the ifnal disposition of such property.

**Section 15. Monitoring.** WOODLAND will conduct a monitoring review. This review will focus on the extent to which the planned program has been implemented an measurable goals achieved, effectiveness of program management, and impact of the program. Authorized representatives of WOODLAND and HUD shall have the right of access to all activities and facilities operated by SUBRECIPIENT under this Agreement. Facilities include all files, records, and other documents related to the performance of this Agreement. Activities include attendance, board of directors, advisory committee, and advisory board meetings and inspection by WOODLAND and HUD representatives. SUBRECIPIENT shall ensure that its employees and board members furnish such information as, in the judgment of WOODLAND and HUD representatives, may be relevant to the question of compliance with contractual conditions and HUD directives, or the effectiveness, legality, and achievements of the program.

**Section 16. Program Reporting.** SUBRECIPIENT agrees to prepare and submit financial, program progress, evaluations, and other reports as required by HUD, or WOODLAND per the terms of this Agreement. SUBRECIPIENT shall maintain such property, personnel, financial, and other records and accounts as are considered necessary by HUD or WOODLAND to assure proper accounting for all Grant funds. All SUBRECIPIENT records, with the exception of confidential information, shall be made available to representatives of WOODLAND and appropriate Federal agencies. SUBRECIPIENT is required to submit data necessary to complete the Annual Grantee Performance Report in accordance with HUD regulations in the format and at the time designated by WOODLAND.

**Section 17. Accounting.** SUBRECIPIENT shall establish, and maintain on a current basis, an adequate accrual and accounting system in accordance with generally accepted accounting principles and standards.

**Section 18. Audits.** SUBRECIPIENT is required to arrange for an independent financial and compliance audit annually for each fiscal year Federal funds are received under this Agreement. Audits must be in compliance with O.M.B. Circular No. A-133. An audit may be conducted by Federal, State, or local funding source agencies as part of WOODLAND's audit responsibilities. The results of the independent audit must be submitted to WOODLAND within thirty (30) days of completion. Within thirty (30) days of the submittal of said audit report, SUBRECIPIENT shall provide a written response to all conditions of findings reported in said audit report. The response must examine each condition or finding and explain a proposed resolution, including a schedule for correcting any deficiency. All conditions or finding corrective actions shall take place within six (6) months after receipt of the audit report. WOODLAND and its authorized representatives shall at all times have access for the purpose of audit or inspection to any and all books, documents, papers, records, property, and premises of SUBRECIPIENT.

SUBRECIPIENT staff will cooperate fully with authorized auditors when they conduct audits and examinations of SUBRECIPIENT's program.

If indications of misappropriation or misapplication of funds granted under this Agreement cause WOODLAND to require a special audit, the cost of the audit will be encumbered and deducted from the Grant. Should WOODLAND subsequently determine that the special audit was not warranted, the amount encumbered will be restored to the Grant. Should the special audit confirm misappropriation or misapplication of funds, SUBRECIPIENT shall promptly reimburse WOODLAND the amount of misappropriation or misapplication. In the event WOODLAND uses the judicial system to recover misappropriated or misapplied funds, SUBRECIPIENT shall reimburse CITY for legal fees and court costs incurred in obtaining the recovery.

**Section 19. Certification Regarding Lobbying.** SUBRECIPIENT certifies, to the best of its knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, SUBRECIPIENT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. SUBRECIPIENT shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-subrecipients, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

**Section 20. Non-Expendable Property.** A record shall be maintained by SUBRECIPIENT for each item on non-expendable property acquired for this program with Grant Proceeds. This record shall be provided to WOODLAND as well as being available for inspection and audit upon the request of WOODLAND. Non-expendable property means tangible personal property having a useful life of more than one (1) year and an acquisition cost of Three Hundred Dollars ($300.00) or more per unit. SUBRECIPIENT shall not purchase or agree to purchase non-expendable property without the prior written approval of WOODLAND. Upon completion or early termination of this Agreement, WOODLAND reserves the right to determine the final disposition of such non-expendable property in compliance with applicable laws and regulations. Such disposition may include, but is not limited to, WOODLAND taking possession of such non-expendable property.

**Section 21. Expendable Property.** Expendable property refers to all tangible personal property other than non-expendable personal property. SUBRECIPIENT shall not purchase or agree to purchase expendable personal property at a cost of Three Hundred Dollars ($300.00) or more per unit without the prior written approval of WOODLAND.

**Section 22. Purchase or Lease of Non-Expendable Property or Equipment.** SUBRECIPIENT shall obtain three documented bids prior to purchasing or leasing any non-expendable property or equipment over Three Hundred Dollars ($300.00) in unit value. SUBRECIPIENT shall purchase or lease from the lowest responsive and responsible bidder. All equipment that has a purchase or lease price of over Fifty Dollars ($50.00) in unit-value and life expectancy of more than one (1) year shall be properly identified and inventoried and shall be charged at its actual price. Such inventory shall be provided to WOODLAND as well as being available for inspection and audit upon the request of WOODLAND.

**Section 23. Travel and Conference Restrictions.** SUBRECIPIENT covenants and agrees that travel and conference expenses will not be paid for by funds provided through this Agreement.

**Section 24. Privacy.** SUBRECIPIENT agrees and shall ensure that no information about or obtained from any person receiving services hereunder shall be voluntarily disclosed in any form identifiable with such person without first obtaining the written consent of such person.

**Section 25. Drug Free Workplace.**

**26.1 Certification.** SUBRECIPIENT hereby certifies to WOODLAND that SUBRECIPIENT will provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in SUBRECIPIENT's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

B. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by sub-paragraph A.;

C. Notifying the employee in the statement required by sub-paragraph A. that, as a condition of employment under the grant, the employee will:

    i. Abide by the terms of the statement; and

    ii. Notify SUBRECIPIENT of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction;

D. Notifying WOODLAND within ten (10) days after receiving notice of a conviction under sub-paragraph C. ii. from an employee or otherwise receiving actual notice of such conviction;

E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. 703; and

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of sub-paragraphs A., B., C., D., and E.

**Section 26.2 Suspension.** SUBRECIPIENT acknowledges and agrees that this Agreement shall be subject to suspension of payment or termination, or both, and SUBRECIPIENT shall be subject to suspension or debarment if the Community Development Director of WOODLAND or official designee determines, in writing, that:

A. SUBRECIPIENT has made false certification under Section 26.1;

B. SUBRECIPIENT violates such certification by failing to carry out the requirements of sub-paragraphs A., B., C., D., E., or F. of Section 26.1; or

C. Such a number of SUBRECIPIENT's employees have been convicted of violations of criminal drug statutes for violation occurring in the workplace as to indicate that SUBRECIPIENT has failed to make a good faith effort to provide a drug-free workplace as required by Section 26.1.

**EXHIBIT D—SCHEDULE OF PERFORMANCE**

Services to be provided in accordance with this Agreement including Single Men's Transitional Housing and Family Transitional Housing shall be performed within the term of this Agreement commencing on March 16, 2011 and terminating on January 31, 2012.

**EXHIBIT E—OPERATING BUDGET**

The following table illustrates SUBRECIPIENT's Operating Budget as approved by WOODLAND and the United States Department of Housing and Urban Development.

| | SHP Request | Applicant Cash | Total Project Budget |
|---|---|---|---|
| 1. Real Property Leasing | 27,007 | 60,722 | 117,710 |
| 2 Supportive Services* | 44,167 | 77,795 | 121,962 |
| 3. Operations** | 97,829 | 150,748 | 218,596 |
| 4. HMIS *** | | | |
| 5. SHP Request (subtotal lines 1 thru 4) | 169,003 | | |
| 6. Administration (up to 5% of line 5) | 8,340 | | |
| 7. Total SHP Request (total lines 5 and 6) | 177,343 | | |

* By law, SHP can pay no more than 80% of the total supportive services budget.
** By law, SHP can pay no more than 75% of the total operating budget.
*** By law, SHP can pay no more than 5% of the total HMIS request.

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Adoption of the Groundwater Management Plan

**Report in Brief**

The proposed Groundwater Management Plan (GWMP) addresses measures to monitor and manage groundwater within the service area of the City including: groundwater quality degradation, land surface subsidence, and changes in surface water flow and surface water quality that directly affect the City's groundwater levels or quality or are caused by groundwater pumping in the basin.

This item came before the City Council at the March 1 meeting. The Council conducted a Public Hearing and introduced the ordinance by waiving the first reading and reading by title only. Comments regarding the proposed ordinance were received from Christine Casey, chair of the Water Rate Advisory Committee; these comments have been addressed through a letter from West Yost Associates included as Exhibit 2.

Staff recommends that the City Council adopt Ordinance No. _____, adopting the GWMP which, under SB 1938, establishes the framework for working cooperatively with local agencies in managing local groundwater resources and establishes grant funding eligibility for construction and groundwater projects administered by the California Department of Water Resources. The preparation and adoption of the GWMP are statutorily and categorically exempt under the California Environmental Quality Act ("CEQA," Pub. Res. Code, § 21000 et seq.).

**Background**

The GWMP has been prepared in order to comply with three pieces of legislation (AB 3030, SB 1938, and SB 1672) which encourage local agencies to prepare groundwater management plans, require certain components to be included, and encourage regional cooperation between public agencies in managing groundwater. The GWMP provides the framework for coordinating groundwater management activities among stakeholders. The plan identifies the basin management goals and objectives needed to guide efforts to effectively manage the groundwater basin as a safe and sustainable water supply. Staff has included the Executive Summary as Exhibit A.

On March 1, the City Council conducted a Public Hearing and introduced the ordinance. Christine Casey, chair of the Water Rate Advisory Committee, presented comments regarding the GWMP and requested a response. These comments focused on the need for a strong conservation plan, actions necessary to educate citizens regarding water quality, improved system management and the need for the GWMP to include an Executive Summary. Staff has worked with West Yost Associates to provide a complete response to Ms. Casey's comments which is included as Exhibit 2. The response references sections of the GWMP as well as other water resource management documents that address these very important issues.

**Discussion**

The City of Woodland currently relies entirely on groundwater obtained from twenty wells located throughout the City. The decline in the quality of the groundwater and new regulatory requirements are requiring the City to plan to partially shift its source of potable water from groundwater to surface water. The GWMP addresses how to manage the groundwater in light of this shift and will also qualify the City for grant funding opportunities administered by the State Water Resources Control Board and other state agencies.

**Fiscal Impact**

There are no costs associated with the adoption of this GWMP. The cost of developing the GWMP was budgeted in the Public Works Operations and Maintenance fiscal year 2007/2008. Fiscal impacts have been identified in connection with potential implementation of groundwater management activities. If grant funding is pursued and received, the amount can be used to offset the cost of implementation of these water management activities.

**Public Contact**

The first draft of the GWMP was circulated in early December 2010 for public comment. Comments were received and have been previously addressed by staff. A notice for the public hearing conducted on March 1st was published in the Woodland Daily Democrat on February 9 and 16, 2011 pursuant to section 10753.5 of the Water Code, and further notice was published pursuant to section 6066 of the Government Code. A copy of the GWMP is available at the Library, Public Works Department, the City Manager's Office, and can be currently found online at:

www.cityofwoodland.org.

As stated previously, a response has been provided to the comments received from Christine Casey as a representative of the Water Rates Advisory Committee (WRAC). The response is included as Exhibit 2.

**CEQA Compliance**

If approved, the GWMP would entail a discretionary action by the City. However, the GWMP is exempt from review pursuant to CEQA under multiple exemptions, including the following:

The GWMP is statutorily exempt under California Code of Regulations, title 14 ("State CEQA Guidelines"), section 15262, because it entails identification of best management objectives, identification of potential natural recharge areas, management and optimization of well field operations, and identification and feasibility study of potential conjunctive use projects, and therefore entails feasibility and planning studies. The GWMP includes the consideration of environmental factors, including the impacts of global climate change.

It is categorically exempt under the State CEQA Guidelines section 15306 exemption for information collection, because it entails monitoring of groundwater quality and quantities within the basin and development of monitoring protocols, and will have no serious or major disturbance of any environmental resource. While well rehabilitation/blending, the installation of groundwater monitoring wells, a new ground level tank project, and surface water projects are discussed, these actions are not part of the GWMP. Instead, they entail past activities that have already been the subject of CEQA review, or possible future activities that are currently only speculative, but, once identified, are separate projects that will be the subject of appropriate CEQA review.

The GWMP is also categorically exempt under State CEQA Guidelines section 15307 exemption for activities taken to maintain, restore, or enhance a natural resource and section 15308 exemption for activities taken to assure the maintenance, restoration, enhancement, or protection of the environment, because the GWMP's purpose is to create a monitoring program, groundwater sustainability, groundwater protection, and planning integration.

In order to protect and enhance the environment and the natural resources of groundwater and surface water, the GWMP creates Basin Management Objectives and a program for monitoring and managing the basin's groundwater levels and preventing groundwater quality degradation, inelastic land subsidence, and changes in surface water flow and quality that directly affect groundwater levels or quality or that are caused by groundwater pumping in the basin. It also includes monitoring protocols designed to detect such changes, such that a net benefit to basin groundwater users will result. It describes potential future groundwater management actions that could be implemented in order to develop integrated regional solutions for water management and to coordinate conjunctive management of surface and groundwater to improve regional supply, reliability, and quality of water.

The GWMP does not include construction activities or relaxation of environmental standards, and no expansion of capacity will be created by the steps taken to manage groundwater. There is no possibility that implementation of the GWMP may cause a direct physical change in the environment, a reasonably foreseeable indirect physical change in the environment, or a significant impact on the environment.

**Alternative Courses of Action**

1. Adopt Ordinance No. _____, adopting the GWMP which, under SB 1938, establishes the framework for working cooperatively with local agencies in managing local groundwater resources and establishes grant funding eligibility for construction and groundwater projects administered by the California Department of Water Resources. The preparation and adoption of the GWMP are statutorily and categorically exempt under the California Environmental Quality Act ("CEQA," Pub. Res. Code, § 21000 et seq.).

2. Do not to adopt this GWMP and give direction to staff on changes to be made to the GWMP.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No.1.

Prepared by: Akin Okupe
Senior Civil Engineer

Reviewed by: Doug Baxter
Principal Civil Engineer

Reviewed by: Greg Meyer
Director of Public Works

______________________
Mark G. Deven
City Manager

Attachments: Exhibit 1 – Executive Summary
Exhibit 2 – Response to WRAC Comments.

The City of Woodland (City) adopted a resolution to prepare this groundwater management plan (GWMP) on June 1, 2010, pursuant to Sections 10750 *et. seq*. of the California Water Code (CWC).

This GWMP was developed in coordination with the other local agencies with adopted plans and other basin stakeholders. This plan will be administered by the City Director of Public Works with consideration of the recommendations of an advisory committee made up of members of the Water Resources Association of Yolo County (WRA) Technical Committee, which includes staff representation from the City of Woodland.

The City intends to work cooperatively with other local agencies to manage water resources in the basin. This GWMP is one of several planning documents that will support the City's efforts. In an effort to better manage groundwater resources, local agencies in the vicinity of the City have adopted and are implementing the GWMP, Urban Water Management Plans (UWMP), and Integrated Regional Water Management Plans (IRWMP). The City is an active agency member of the WRA. The WRA, in cooperation with federal, state, and local agencies, developed an IRWMP intended to identify and describe water supply projects, address flood management, protect water quality, enhance aquatic and riparian habitat, and improve recreational opportunities (WRA, 2007). The writing of the IRWMP led to close collaborative ties between City, County, and State agencies, local water resource agencies, and community organizations. The City is also a member of the Westside Regional Water Management Group (RWMG), which consists of public agencies in Yolo, Solano, Lake, Colusa, and Napa Counties. The Westside RWMG is preparing the Westside IRWMP, which will constitute an integrated Water Management Plan for the Cache and Putah Creek watersheds. The Westside IWRMP is scheduled to be completed in 2016.

Public participation was sought during the development of this plan, and this final version of the GWMP reflects input received from members of the public. Key areas were climate change and plan implementation. Input was sought through the plan's public outreach process. Comments were received in writing, and the City worked with the individual commenters to develop appropriate responses to the comments and revisions to the GWMP. The public comments and City responses are documented in the GWMP.

## ES.1 AUTHORITY

The CWC provides the City's authority to adopt this GWMP. The City overlies the Yolo Groundwater Sub-basin and provides water service within its service area. The City is a local agency pursuant to CWC Section 10752 (g). The City is authorized to adopt this GWMP as provided in CWC Section 10753 (a).

## ES.2 PURPOSE OF THE GROUNDWATER MANAGEMENT PLAN

The City relies on groundwater to meet the water demands of its customers. The purpose of this GWMP is to:

1. State the City's overall groundwater management goal;
2. Put forth Basin Management Objectives (BMO) applicable to the City service area;
3. Provide a mechanism for the continued collection of baseline groundwater and aquifer information; and
4. Establish management actions, including provisions for updating the plan as conditions change and new information becomes available.

The City is located in the Yolo Sub-basin (Sub-basin 5-21.67) of the Sacramento Valley Groundwater Basin as defined in the California Department of Water Resources (DWR) Bulletin 118 update (DWR, 2003). Figure ES-1 shows the location of the City in relation to the boundaries of other local agencies overlying the groundwater basin. The Yolo Sub-basin is bounded by Cache Creek on the north; the Sacramento River on the east; Putah Creek on the south; and the Coast Range on the west (DWR, 2004). This plan covers the City service area.

### ES.3 OVERALL GROUNDWATER MANAGEMENT GOAL

The City's overall groundwater management goal is to work cooperatively with basin stakeholders and the public to maintain a sustainable, reliable, high-quality groundwater supply for beneficial use in the City service area and surrounding areas (Figure ES-2).

### ES.4 BASIN MANAGEMENT OBJECTIVES

BMOs were developed to support the City's overall groundwater management goal. BMOs were established to address the following five areas:

- Groundwater quality
- Groundwater elevations
- Inelastic land subsidence
- Adverse impacts to surface water flows and surface water quality due to groundwater pumping
- Adverse impacts to groundwater levels and groundwater quality due to changes in surface water flow or quality

**BMO-01 – Protect and maintain groundwater quality within the City service area for the benefit of basin groundwater users.** Groundwater within the City's service area is affected by nonpoint sources of nitrate and salts, and localized point sources of anthropogenic contaminants. Naturally occurring contaminants, resulting from dissolution of minerals comprising the aquifer skeleton, also affect groundwater quality. The City's objective is to minimize the impact of these contaminants at the locations of individual municipal wells within its service area, and to support stakeholder efforts to protect beneficial uses in the groundwater sub-basin from adverse impacts to groundwater quality.

The City analyzes groundwater quality samples from its active production wells to comply with applicable standards in Title 22 of the CWC. The Department of Public Health (DPH) Title 22 program specifies the constituents to be tested, the detection limits for these constituents and reporting requirements. Sampling is conducted annually in a subset of the active wells such that each well is sampled on a three-year rotating cycle. Compliance with drinking water standards is a primary objective for the City. The City also uses the groundwater quality results to assess potential impacts to the municipal wastewater treatment plant, which is regulated under a Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order. The primary constituents of concern for the wastewater discharge are selenium, boron and total dissolved solids (TDS). The water quality results will be evaluated on the same annual cycle under which the wells are sampled, such that each well will be evaluated every three years when new sample results are available. Temporal trends in the concentration of each constituent will be evaluated using a three-sample moving average comprised of the three most recent historical sample results for each well. Any increase in the concentration of a constituent of 20 percent or greater relative to the three-sample moving average will trigger evaluation of the need for potential actions, including:

- Consideration of possible agricultural and landscaping best management practices that could help control nitrate, nutrient and salt loading to the groundwater basin
- Additional monitoring, potentially on a more frequent basis
- Operational modifications affecting the pumping schedule and rate
- Well modifications to adjust the depth of pumping or seal zones with inferior water quality
- Well destruction, with possible replacement with a new well
- Replacement with a surface water supply
- Wellhead treatment, if feasible
- Destruction of abandoned wells

**BMO-02 – Maintain groundwater elevations that result in a net benefit to basin groundwater users.** Groundwater in the Yolo Sub-basin is used for municipal, domestic and agricultural supply. The City recognizes the need to support all of these uses. The City's objective is to work cooperatively with stakeholders to maintain groundwater levels at elevations that economically meet the City's municipal supply needs within its service area, and stakeholder needs for irrigation, domestic and industrial supply in surrounding areas of the sub-basin.

The City measures static water levels in its production wells on a monthly basis and uses the information to assess trends in groundwater levels. Historical data are available from 1976 through the present. This record encompasses significant variations in hydrology, including the 1976-1977, 1988-1992 and 2007-2009 droughts. Reductions in groundwater levels affect well capacity. Typically, the July-August timeframe is the most critical time of year because groundwater levels are near their annual minimum, and demands are near their maximum. Under dry conditions, the July and August groundwater levels could decline to a degree that potentially affects the City's well capacity. The monthly static groundwater levels will be compared to historical results to assess the potential need for management actions. Emphasis will be placed on evaluating April through June static groundwater levels, because groundwater levels typically reach their maximum in April. Significant reductions in April through June static groundwater levels may indicate the need for actions to mitigate reductions in well capacity caused by very low groundwater levels in July and August. Historically low groundwater levels occurred in 1977 and 1991. The lowest recorded measurements for the months of April through June occurred in 1977. The need for potential actions will be considered when April through June groundwater levels decline to levels that are within 25 percent of the April through June 1977 groundwater levels. Potential actions include:

- Outreach to encourage conservation
- Operational modifications to reduce reliance on wells most affected by groundwater level declines
- Construction of additional wells
- Use of surface water supplies

**BMO-03 – Minimize the risk of future significant impact due to inelastic land subsidence.** Inelastic land subsidence resulting from groundwater withdrawal has had significant consequences in the Yolo Groundwater Sub-basin. The risk of future significant impacts depends on a complex array of variables including: the degree of new groundwater development, especially in areas or at depths not previously exploited; changing land use, which could bring to light an impact that would otherwise go unnoticed; and the mineral composition of the aquifer skeleton, and its consolidation history. The City's objective is to prevent or minimize future impacts that may result from increased rates of inelastic land subsidence in and around its service area by continuing to cooperate with other stakeholders to monitor rates of inelastic land subsidence using the Yolo Subsidence Network.

Rates of inelastic land subsidence are being established by the WRA's Yolo Subsidence Monitoring Project. At present, data are insufficient to establish significance criteria for rates of inelastic land subsidence in the Woodland area. The City will participate in future surveys of the Yolo Subsidence Network and will evaluate the results with other members of the WRA.

**BMO-04 – Protect against the risk of impacts to surface water flows and quality caused by groundwater pumping.** The City currently does not use surface water, and there are no surface water flows within or adjacent to the City's service area. However, the City recognizes that the importance of protecting against impacts to surface water flows and surface water quality in the watershed. The City's objective is to work with basin stakeholders during integrated regional water management planning efforts to select alternatives that minimize the potential impacts to surface water flows and surface water quality caused by groundwater pumping.

**BMO-05 – Protect against the risk of impacts to groundwater levels or groundwater quality caused by changes in surface water flows or surface water quality.** Surface water deliveries are an important source of groundwater recharge in the Yolo Groundwater Sub-basin. Modeling studies indicate that, in the Central Valley as a whole, irrigation returns account for about 80 percent of the groundwater recharge on average (Williamson, et. al., 1989). Changes in the quantity of surface water delivered to the basin may affect both groundwater levels and groundwater quality. Changes in the sources of surface water may affect groundwater quality. The City's objective is to work cooperatively with basin stakeholders during integrated regional water management planning efforts to select water supply alternatives that minimize the potential impacts to groundwater flows and groundwater quality caused by changes in surface water flows or surface water quality.

## ES.5 GROUNDWATER MANAGEMENT PLAN COMPONENTS

The BMOs are linked to management actions that are planned or triggered to attain the BMOs and overall groundwater management goal (Figure ES-1). Management actions are addressed under the six components of the GWMP:

- Agency Coordination, Stakeholder Involvement and Public Outreach
- Monitoring Program
- Groundwater Sustainability
- Adaptive Management and Mitigation in Response to Climate Change
- Groundwater Protection
- Planning Integration

Each component of the GWMP addresses related groundwater management subject matter and recommended actions. For example, the monitoring program component addresses the related topics of groundwater elevation monitoring; groundwater quality monitoring; land subsidence monitoring; groundwater-surface water interaction monitoring; and data management, quality assurance and quality control. The groundwater protection component addresses well construction and destruction policies, wellhead protection policies, protection of recharge areas, management of sources of groundwater contamination, and control of saline water intrusion.

## ES.6 ADVISORY COMMITTEE FORMATION

The Advisory Committee for this GWMP is comprised of the WRA Technical Committee, which includes representation by City of Woodland staff. The City plans to continue to designate City representatives to the WRA Technical Committee and Advisory Committee during implementation of this GWMP.

### ES.7 ANNUAL GROUNDWATER MANAGEMENT REPORT

The City plans to annually produce a status report to document the progress of the GWMP implementation throughout the previous year and to review and confirm actions for the next year. The report will include information regarding inelastic land subsidence, when updates are available, groundwater quality, groundwater production, and groundwater levels in relation to the established BMOs. When the Woodland-Davis Clean Water Agency's Davis Woodland Water Supply Project (DWWSP) is implemented, the annual reports will document the effect that the addition of a municipal surface water supply has on the groundwater system through groundwater level, groundwater production, and groundwater quality monitoring.

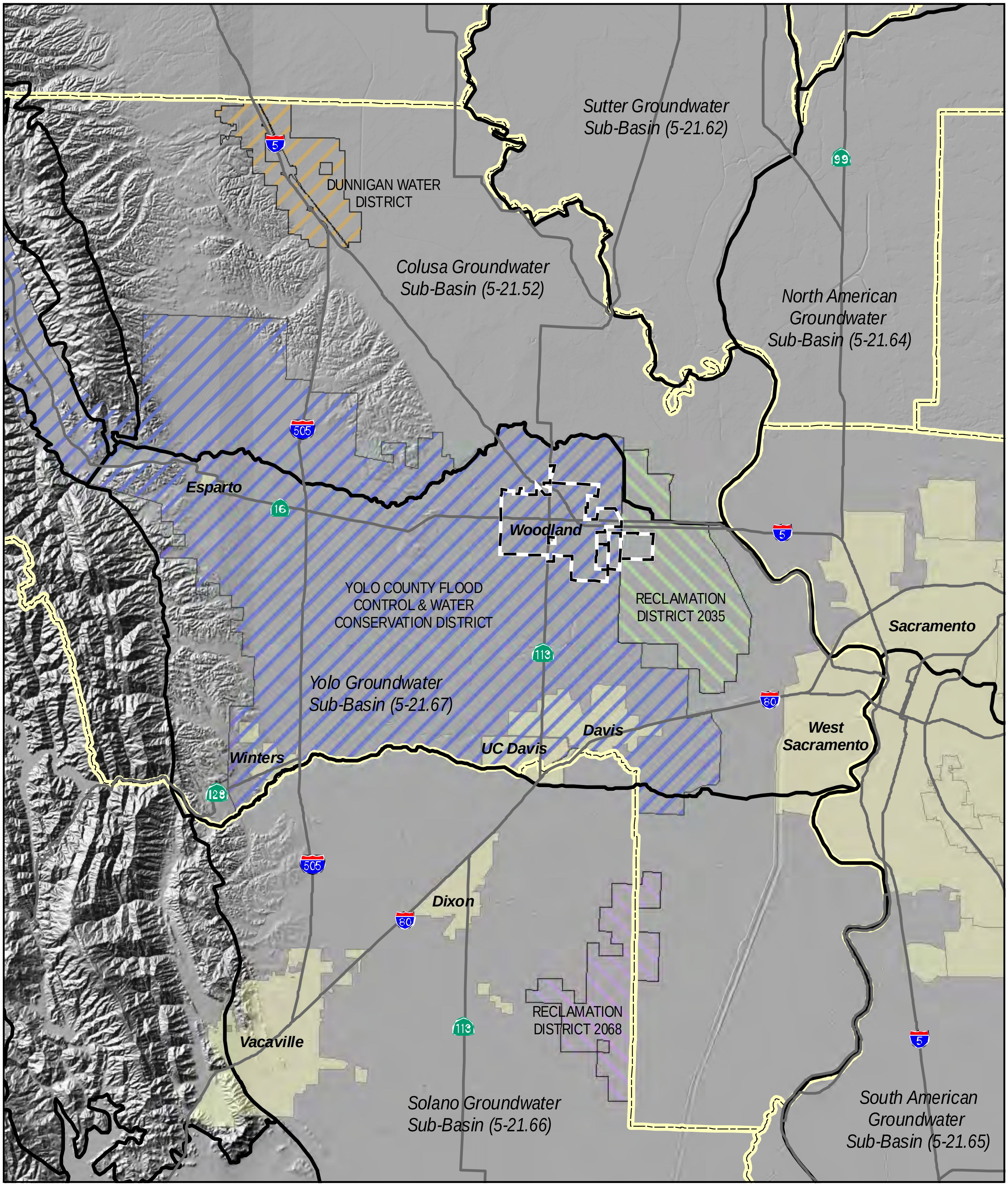
### ES.8 FUTURE GROUNDWATER MANAGEMENT PLAN UPDATES

Periodic GWMP updates will be required as knowledge of the Yolo Sub-basin increases and groundwater management strategies evolve. The City will periodically consider new groundwater management techniques to be incorporated into the GWMP. Over time, BMOs may need to be modified based on changing groundwater conditions, the completion of the DWWSP and the addition of an operable conjunctive use system, or the development of new key groundwater management objectives. If changes must be made, the City will formalize the changes in an updated GWMP. The City plans to update this GWMP every five years on approximately the same update cycle as the City's UWMP.

### ES.9 FINANCING

The implementation of this GWMP will be funded by the City. Ongoing coordination activities will be performed by City staff using City funds. Most baseline data collection activities will also be funded by the City. The City plans to provide a proportional share of costs for other regional data collection efforts, such as land subsidence monitoring. State or federal funding may be pursued to support implementation of this GWMP.

N:\Clients\204 Woodland\00-08-18 Groundwater Mngmnt Plan\GIS\figure 1-1 Location Map.mxd 9/20/2010




LEGEND

- City Limit
- DWR Groundwater Basin
- Reclamation District 2035
- YCFC&WCD
- Reclamation District 2068
- Dunnigan Water District
- County Boundary

N

0 15,000 30,000

Scale in Feet

# FIGURE ES-1

## City of Woodland Groundwater Management Plan

## LOCATION MAP

WOODLAND

WEST YOST ASSOCIATES Consulting Engineers

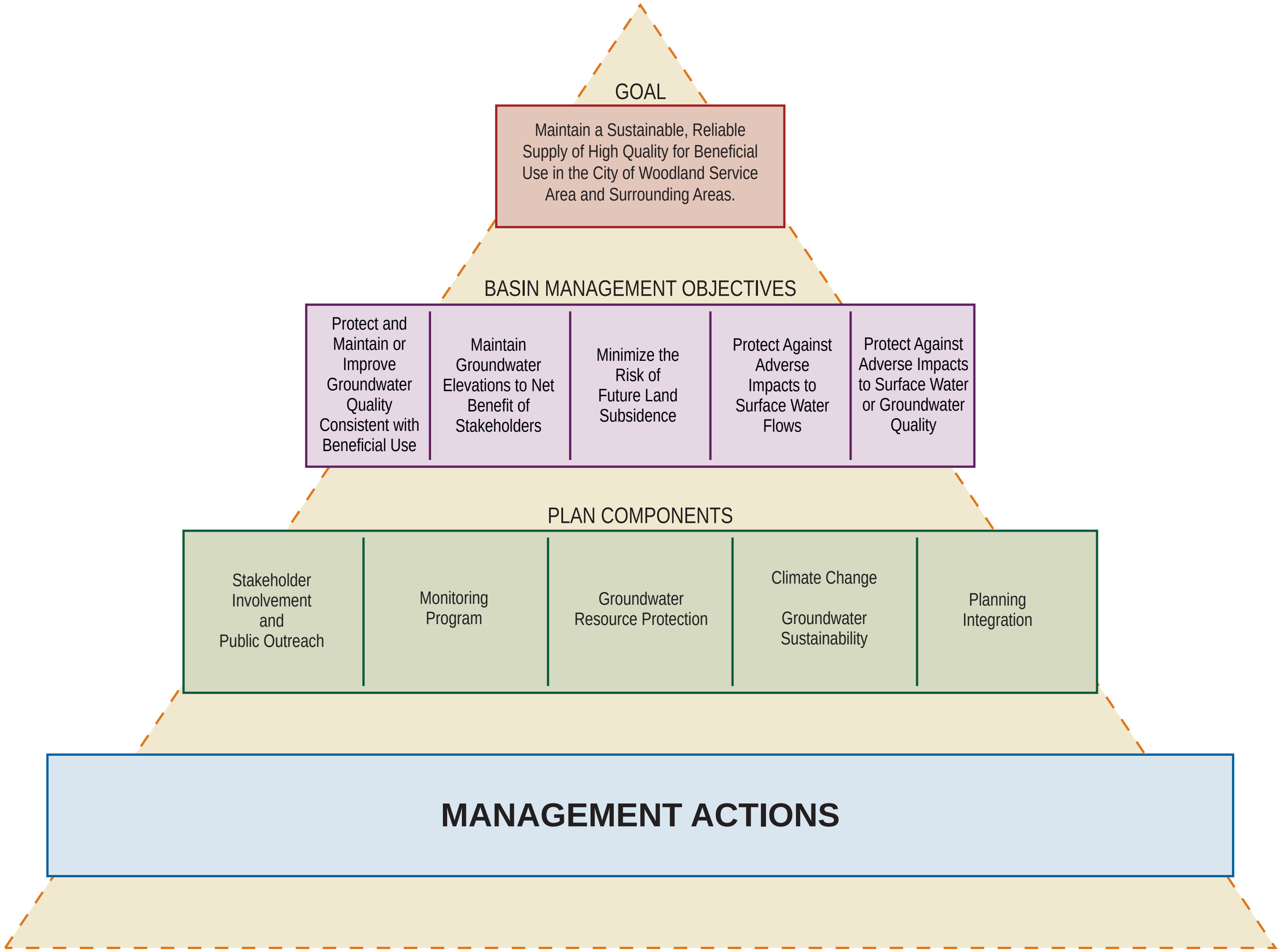



**Figure ES-2**

**City of Woodland**
**Groundwater Management Plan**

GROUNDWATER MANAGEMENT COMPONENTS

WOODLAND

WEST YOST ASSOCIATES
*Consulting Engineers*

WEST YOST ASSOCIATES

March 7, 2011

Project No.: 204-00-08-18

Mr. Akin Okupe
Senior Civil Engineer
City of Woodland
655 N. Pioneer Avenue
Woodland CA 95776

SUBJECT: Response to Comments on the City of Woodland Draft Groundwater Management Plan from the Water Rate Advisory Committee

Dear Mr. Okupe:

This letter provides responses to comments on the City of Woodland's draft groundwater management plan received from members of the City of Woodland's water rate advisory committee. The water rate advisory committee provided comments orally at the March 1, 2011 City Council meeting. These comments were provided to City staff in writing on March 2, 2011. Attachment A contains the complete text of the water rate advisory committee's comments.

**Comment 1 – Conservation.** The City does not seem to have a strong conservation plan. We recognize that metering is helping.

a. We would like to see a single, comprehensive source of information on the City web site; demonstration water-wise gardens on City property; programs like in Roseville where residents who agreed to conserve received special lawn signs, etc. There are WRAC members who are willing to help with this.

b. A permanent time of day/day of week landscape irrigation plan should be a law and should be enforced.

c. Further irrigation and water use restrictions should have clear triggers, e.g. well water level.

d. Why is water recycling not even being considered? Can some of our wastewater be made available to agricultural producers?

e. Water rates should include incentives for conservation.

**Response 1.** The City's groundwater management plan is one of several planning documents that the City is preparing. The groundwater management plan has a limited purpose and scope, and is intended to address specific management issues identified in the California Water Code, and California Department of Water Resources guidance documents. The groundwater management plan is intended to support the City's overall goal of working,

> "…cooperatively with basin stakeholders and the public to maintain a sustainable, reliable, high-quality groundwater supply for beneficial use in the City service area and surrounding areas."

The water supply referred to in this statement is groundwater. It follows that the primary focus of the groundwater management plan is on the groundwater basin, especially the portion of the basin overlain by the City of Woodland, although the plan seeks, and includes mechanisms for, cooperative management of the resource. Water conservation and recycling clearly relate to groundwater management because these initiatives seek to reduce water demands, including demands on groundwater resources. The groundwater management plan discusses water conservation and recycling primarily in the context of how these activities may affect future demands for groundwater.

Section 3.3.3.2, Water Recycling, states,

> "There are currently no water recycling projects in the City. The City is in the early stages of evaluating recycled water use to offset potable water demands. Other potential supplies, including shallow irrigation wells in parks and other public landscape areas, are also being considered for this purpose.
>
> **Action:** Continue to evaluate alternative supplies that could offset nonpotable demands currently met with drinking water sources."

Section 3.3.3.4, Water Conservation, states,

> "The City is also implementing a water meter program and has installed meters on many customer water connections. Many of these customers began receiving sample billings based on their metered consumption in the spring of 2010. The City plans to have virtually all of the water connections in the City metered by the end of 2012. Studies by the California Public Utilities Commission have shown that communities with metered water systems use 7 to 20 percent less water than non-metered areas. Therefore, the City can expect a 7 to 20 percent reduction in water consumption once the City-wide metering is complete."
>
> **Action:** The City will continue to implement its water meter project. The City will also continue to implement various programs to increase waste reduction, reuse, recycling, and promote the safe handling of household hazardous wastes. The City will continue to monitor and evaluate water usage to ensure that conservation measures are effective and the most representative demand trends are used to project future demands.

Other water planning initiatives undertaken by the City provide a broader platform for evaluating and planning water conservation measures and recycling. The City's urban water management plan is scheduled to be completed by June 2011 and must be submitted to California Department of Water Resources by July 1, 2011. The adopted groundwater management plan needs to be attached to the urban water management plan, per California Water Code Section 10631. Recycled water will also be addressed in the City's urban water management plan. The water focus study is a water planning document with a broader scope than the groundwater management plan. Recommendations from the water rate advisory committee will be considered during preparation of these documents.

The State of California approved Senate Bill 7 (SB 7), which requires water providers to reduce their per capita water use by 20 percent by the year 2020. For consistency with the California Public Utilities Commission findings regarding metering and the requirements of SB 7, a 20 percent reduction in per capita water use rates was assumed in the demand projections documented in Section 2.2.4.2 of the groundwater management plan. This assumption is consistent with the State-mandated requirements and is appropriate for the purposes of the groundwater management plan and urban water management plan.

The City has developed a water conservation planning goal and objectives for the 2010 through 2012 timeframe. The City's water conservation planning goal is,

> "...to reduce water use 20% by 2020, measured in gallons per capita, as compared to a 10 year baseline of pre-metered use."

This goal is supported by three objectives:

- Reduce City Water Usage
- Increase Public Education and Outreach
- Conserve Water through Landscaping Practices

Each objective has sub-objectives, which address residential and industrial water conservation, reductions in water system losses, public outreach and education, and water-efficient landscaping practices. Planned actions include updating the City's urban water management plan and adopting and revising the City Water Code to reflect new state legislation regarding water conservation including the Model Water Efficient Landscape Ordinance and SB 7. The City's 2010-2012 Water Conservation Plan goal and objectives are provided in Appendix B.

**Comment 2 – Water Quality.** Since nitrates are a significant problem, why not implement a fertilizer education program?

For ag producers that are major source in groundwater, work with Cooperative Extension. For landscape sources that contribute nitrates to storm water, work with landscapers and homeowners through the media and educational events.

Since salts are a significant problem, why not implement an educational program to encourage residents with water softeners to switch to potassium chloride instead of sodium chloride?

**Response 2.** The City can choose to implement an education program as a groundwater management action. This could address fertilizer, salt and nutrient best management practices in urban settings within the City and in agricultural areas in the surrounding areas. The University of California Cooperative Extension of Yolo County could provide a resource in this effort and Yolo County Flood Control & Water Conservation District could be approached as a cooperating entity. Activities could be discussed and coordinated through the Water Resources Association of Yolo County.

The revised groundwater management plan contains a Basin Management Objective (BMO) that would support the education program. BMO reads as follows,

> "BMO-01 – Protect and maintain groundwater quality within the City service area for the benefit of basin groundwater users. Groundwater within the City's service area is affected by nonpoint sources of nitrate and salts, and localized point sources of anthropogenic contaminants. Naturally occurring contaminants, resulting from dissolution of minerals comprising the aquifer skeleton, also affect groundwater quality. The City's objective is to minimize the impact of these contaminants at the locations of individual municipal wells within its service area, and to support stakeholder efforts to protect beneficial uses in the groundwater sub-basin from adverse impacts to groundwater quality.
>
> The City analyzes groundwater quality samples from its active production wells to comply with applicable standards in Title 22 of the CWC. The Department of Public Health (DPH) Title 22 program specifies the constituents to be tested, the detection limits for these constituents and reporting requirements. Sampling is conducted annually in a subset of the active wells such that each well is sampled on a three-year rotating cycle. Compliance with drinking water standards is a primary objective for the City. The City also uses the groundwater quality results to assess potential impacts to the municipal wastewater treatment plant, which is regulated under a Central Valley Regional Water Quality Control Board Waste Discharge Requirements Order. The primary constituents of concern for the wastewater discharge are selenium, boron and TDS. The water quality results will be evaluated on the same annual cycle under which the wells are sampled, such that each well will be evaluated every three years when new sample results are available. Temporal trends in the concentration of each constituent will be evaluated using a three-sample moving average comprised of the three most recent historical sample results for each well. Any increase in the concentration of a constituent of 20 percent or greater relative to the three-sample moving average will trigger evaluation of the need for potential actions, including:
>
> - Consideration of possible agricultural and landscaping best management practices that could help control nitrate, nutrient and salt loading to the groundwater basin
> - Additional monitoring, potentially on a more frequent basis
> - Operational modifications affecting the pumping schedule and rate
> - Well modifications to adjust the depth of pumping or seal zones with inferior water quality
> - Well destruction, with possible replacement with a new well
> - Replacement with a surface water supply

- Wellhead treatment, if feasible
- Destruction of abandoned wells

This BMO is supported by a range of groundwater management plan components addressing agency coordination, stakeholder involvement and public outreach, groundwater quality monitoring, groundwater sustainability, and groundwater protection.

The revised groundwater management plan also includes discussion of the Davis Woodland Water Supply Project (DWWSP), which is being undertaken by the Woodland-Davis Clean Water Agency (WDCWA). The WDCWA is a joint powers authority including the Cities of Woodland and Davis and UC Davis. Planned implementation of the DWWSP will provide the City with treated surface water from the Sacramento River in 2016. The City's use of groundwater will continue but at a significantly reduced rate. The salinity of the treated surface water will be much lower than the City's groundwater, and the anticipated proportions of surface water to groundwater make it unlikely that customers will want to continue to use water softeners. The overall salinity of the City's supply will be significantly reduced as a direct consequence of the DWWSP. The consequential phasing out of water softeners will also decrease salinity in the City's treated wastewater effluent.

**Comment 3 – System Management.** Adaptive management is mentioned in the plan, but how is it being done? Why does Yolo County do the permitting of City wells rather than the City? The thought here was that we would have more control over the process.

**Response 3.** Section 2.1.3, Climate Change, of the draft groundwater management plan defines adaptation and mitigation of climate change and documents published adaptive management strategies developed by the California Urban Water Association (CUWA). The CUWA adaptation and mitigation examples are listed in Table 2-2 of the groundwater management plan.

Section 3.3.4, Adaptive Management and Mitigation in Response to Climate Change, of the draft groundwater management plan provides a discussion of adaptive management strategies for the City of Woodland, including:

- Development of groundwater recharge, storage and conjunctive use projects
- Water transfers
- Development of regional water projects and partnerships
- Water conservation
- Optimization of local storage

The City Department of Public Works staff has made the determination that permitting for construction of new wells and destruction of existing wells is adequately specified in California Department of Water Resources documents and implemented by Yolo County. In addition to these existing requirements, the groundwater management plan addresses well construction and destruction under its groundwater protection component. Section 3.3.3.4 states,

> "The need for special well construction and destruction policies has not been identified within the City service area. Therefore, the construction and destruction standards put forth in CWC Section 13700 and detailed in DWR Bulletins 74-81 and 74-90 have been adopted as the applicable standards. These standards are enforced through the well construction and destruction permitting process administrated by the Yolo County Department of Environmental Health.
>
> **Action:** The City will ensure that any well construction or destruction projects that it undertakes will meet the applicable standards. The City will also include information on these standards in its education and outreach activities to private well owners within the City service area. When reviewing or approving land use plans, the City will endeavor to ensure that project proponents identify and properly destroy abandoned wells within the plan area as a condition of development."

**Comment 4 – Executive Summary.** Requiring the consultants who write the plan to also prepare an Executive Summary written in lay terms would make the report more accessible to Woodland residents. See attached.

**Response 4.** The revised draft groundwater management plan includes an executive summary. The "City of Woodland Groundwater Management Plan Summary for City Residents" prepared by the water rate advisory committee is provided as Attachment C.

We appreciate water rate advisory committee's interest in reviewing the draft groundwater management plan. We hope that the revisions made to the document and the response provided in this letter address the committee's concerns and that the revised document provides the City of Woodland with the planning tools needed to address the range of groundwater management issues.

Sincerely,

WEST YOST ASSOCIATES

Kenneth L. Loy

Kenneth L. Loy
Principal Hydrogeologist
P.G. #7008

KLL:nmp

attachments

# Attachment A

## City of Woodland Groundwater Management Plan
## Water Rate Advisory Committee Comments

Comments provided orally at the March 1, 2011 City Council Meeting and by email on March 2, 2011.

### CONSERVATION

- The City does not seem to have a strong conservation plan.

  *****We recognize that metering is helping. We would like to see a single, comprehensive source of information on the City web site; demonstration water-wise gardens on City property; programs like in Roseville where residents who agreed to conserve received special lawn signs, etc. There are WRAC members who are willing to help with this.*****

- A permanent time of day/day of week landscape irrigation plan should be a law and should be enforced.
- Further irrigation and water use restrictions should have clear triggers, e.g. well water level.
- Why is water recycling not even being considered? Can some of our wastewater be made available to agricultural producers?
- Water rates should include incentives for conservation.

### WATER QUALITY

- Since nitrates are a significant problem, why not implement a fertilizer education program?

  *****For ag producers that are major source in groundwater, work with Cooperative Extension. For landscape sources that contribute nitrates to storm water, work with landscapers and homeowners through the media and educational events*****

- Since salts are a significant problem, why not implement an educational program to encourage residents with water softeners to switch to potassium chloride instead of sodium chloride?

### SYSTEM MANAGEMENT

- Adaptive management is mentioned in the plan, but how is it being done?
- Why does Yolo County do the permitting of City wells rather than the City?

  *****The thought here was that we would have more control over the process*****

Requiring the consultants who write the plan to also prepare an Executive Summary written in lay terms would make the report more accessible to Woodland residents.

*****See attached*****

## Attachment B

# Water Conservation Plan 2010-2012

## Goal

**To reduce water use**
**20% by 2020, measured in gallons per capita,**
**as compared to a 10 year baseline of pre-metered use.**

## Objective 1:

**Reduce City Water Usage**

- Revise the Water Conservation Section of the Urban Water Management Plan to meet the updated California Urban Water Conservation Council (CUWCC) Best Management Practices (BMPs) and SBx7-7 reduction goals.
- Revise the City Water Code to represent new state legislation regarding water conservation including the Model Water Efficient Landscape Ordinance and SBx7-7.

**Sub-objective 1.1: Reduce Residential Water Waste**

- Provide assistance to aid residents in detecting leaks which is a top priority with the water meters being installed and sample bills going out. Residential assistance would require additional staff and/or interns.
- Install water meters.
- After installation of water meters, begin billing with conservation tiers.
- Continue current incentives and /or provide new incentives for water conservation which could include toilet rebates, washer rebates, weather-based irrigation system rebates, rain barrel rebates and/or "Cash for Grass" programs.

**Sub-objective 1.2: Reduce CII (Commerical, Industrial, Institutional) Water Waste**

- Establish a relationship with the Chamber of Commerce and attend Water Committee Meetings.
- Research CII rebates and other potential savings for CII customers.
- Look into programs offered by other municipalities.
- Offer water surveys to identify water savings and check for leaks (would require additional staff and/or hiring a contractor).

**Sub-objective 1.3: Reduce City Department Water Waste**

- System wide water audit (leak detection survey) on the water infrastructure within the City. Phase 1 area of town to begin in summer 2011 to determine leaks in the system and to better estimate City water loss.
- Survey of water use by City Departments.
- Follow progress of Parks Irrigation Grant.

## Objective 2:

### Increase Public Awareness of Water Issues

**Sub-objective 2.1: Increase public awareness of water issues through outreach.**

- Maintain and update the water conservation website with new water conservation topics, update links to water conservation pages and data, and offer water conservation materials as downloadable PDFs.
- Provide water conservation information for City e-newsletter (once a month).
- Offer a suite of topics that groups can choose from for presentations in their area on water conservation related issues.
- Water conservation displays at the Library and City Hall.
- Create a water survey to use at events-potentially model after EBMUDs water survey. After a resident completes the survey, they are given water saving information and devices.
- Have public outreach materials and/or booth at local events.

**Sub-objective 2.2: Increase educational opportunities for school aged children.**

- Purchase educational materials for elementary-aged children to be given out at local events and/or to classes.
- Develop a 4$^{th}$/5$^{th}$ grade education program on water conservation for Woodland schools.
- Offer Project WET (Water Education Training) workshops for Woodland area. Potentially co-sponsor with the Yolo County Office of Education.
- Co-sponsor the ZunZun school assembly program featuring water conservation, stormwater, and recycling.
- Consider a program like the Mayor's water readers which was a partnership among City of Tampa, the Public Library System, and Borders Books & Music. 300 participating youth (ages 6 to17) were rewarded for reading three books about water, received a certificate from the Mayor, citywide recognition and a gift from Borders.
- Offer the water drop patch for Girl Scouts and something similar for Boy Scouts or other groups. Girl Scouts worked on the patch and installed 148 storm drain markers in 2009.

# Objective 3:

## Conserve Water through Landscaping Practices

- Have demonstration sites for xeriscaping and native plant gardens. Potential at pond in Spring Lake and/or in the future at the new water treatment plant.
- Community water-wise awards: awards to people who redo their lawns with native plants.
- Water-wise Gardening Workshops in April/May each year. Develop partnerships with local nurseries to co-sponsor workshops to benefit the City and the nurseries. Have discount coupons from nurseries available at water conservation events. Hand out outdoor water conservation materials (two Sunset guides, soil moisture gauge, and hose nozzle).
- Landscape Irrigation Reviews. Include as part of leak detection assistance offered to high water users. Also consider offering to any interested residents in the future.
- Work with Community College and Master Gardeners on offering landscape workshops.
- Work with CDD on integrating the updated Model Water Efficient Landscape Ordinance into City Code.

# Attachment C

### City of Woodland Groundwater Management Plan
### Summary for City Residents
### Prepared by Members of the Water Rate Advisory Committee

The City of Woodland currently obtains its entire City water supply from twenty groundwater wells located throughout the City. By filing a Groundwater Management Plan with the State of California, we become eligible for grants that allow us to reduce costs, potentially saving City residents money.

The Groundwater Management Plan provides the framework for coordinating groundwater management activities among stakeholders. The plan identifies the management tools and objectives needed to guide efforts to effectively manage our groundwater as a safe and sustainable water supply.

Key concerns about the City's groundwater supply and steps taken by the City to address these include:

## DECLINING GROUNDWATER QUALITY

The quality of our groundwater has been declining for several years. Woodland is under extreme regulatory pressure to have a higher-quality water supply by 2016, prior to the reconsideration of our wastewater discharge permit by the Regional Water Quality Control Board. While our water is safe to drink, it includes several components that are above the legally mandated level for wastewater discharge: boron, nitrate, selenium, chromium and Total Dissolved Solids (TDS). There is no way to cost-effectively treat our water to remove these.

The City has partnered with the City of Davis to develop a surface water supply drawn from the Sacramento River. This water supply will come on line in 2016 and will provide a high-quality water supply that meets State-mandated standards and fills most of our water needs. At that time our ground and surface water supplies will be integrated to ensure ample water supply and pressure during periods of peak demand.

## LAND SUBSIDENCE DUE TO GROUNDWATER EXTRACTION

Inelastic land subsidence resulting from groundwater withdrawal can cause physical changes to our groundwater aquifers that render them unable to be recharged. To date this has had significant consequences in the Yolo Groundwater Sub-basin. The risk in each specific aquifer is determined by many factors, including the degree of new groundwater development, changing land use, and the mineral composition of the soil in the aquifer. The City's objective is to prevent or minimize future impacts from land subsidence by continuing to cooperate with other stakeholders to monitor rates of inelastic land subsidence.

Rates of land subsidence are being established though on-going county-wide monitoring. The City will continue to evaluate the results with other members of the WRA.

## CHANGES IN GROUNDWATER LEVELS

Historical records show that the elevation of our groundwater declined from the 1950s to the 1970s but stabilized after that in response to regional water supply projects. Declines in groundwater levels are still a concern during drought years. It is much more expensive to pump water from lower levels, which increases system costs and strains equipment.

The City will consider several actions to maintain groundwater levels in dry years. These include outreach to encourage conservation, operational changes to rely least on wells most at risk, and construction of new wells. The implementation of the surface water supply described above will also alleviate pressure on existing groundwater supplies.

The full Groundwater Management Plan is available for viewing at City Hall or can be downloaded at www.cityofwoodland.org. Comments may be sent to xxxx or presented at the Woodland City Council meeting on yyyy.

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Briefing on LAFCO's Municipal Service Review and Sphere of Influence Update for the City of Woodland

**Report in Brief**

The Local Agency Formation Commission (LAFCO) previous municipal services review (MSR) and sphere of influence (SOI) was adopted in December of 2002. Per Government Code 56425, LAFCO is charged with reviewing and updating the sphere not less than every five years or when necessary. In order to update the sphere, the Commission conducts a review of the City's municipal services. Presented before Council is the draft of LAFCO's MSR/SOI; Elisa Carvalho, LAFCO's Assistant Executive Officer, will present the report and take comments or suggestions on the draft MSR/SOI Update.

Staff recommends that the City Council receive a briefing from the LAFCO staff representative on the MSR/SOI and provide comments, suggestions and/or direction.

**Background**

On October 25, 2010 the LAFCO Board discussed the draft City of Woodland Municipal Service Review and Sphere of Influence study. The main issues in the LAFCO draft report from October that had concerned City staff was a change to the City's Sphere of Influence boundaries. This change also concerned Vice Mayor Davies who serves as a member of the LAFCO Board. On November 4, 2010, CDD staff met with LAFCO's Assistant Executive Officer, Elisa Carvalho, to update her on important changes in the information originally provided to her; specifically the latest information on the new flood design that FEMA has accepted from the City, and secondly, that the City planned to repeal the deep flood General Plan restriction (8.B.3) on development in four foot or greater flood depths. In order to provide LAFCO time to analyze this new information, CDD staff arranged with LAFCO an extension from December to March for the planned final approval of the report by the Commission.

Woodland is a dynamic City and the picture presented in the draft MSR is only a snapshot in time that incorporates actual and projected information on trends in growth and development, service capacities, and public preferences: these include infrastructure needs or deficiencies; growth and population projections for the SOI; financing constraints and opportunities; cost avoidance opportunities; opportunities for shared facilities; evaluation of management efficiencies; and local accountability and governance.

CDD staff has now received the revised version of the MSR/SOI and is presenting this to Council. Staff feels that the document is complete and clearly represents the current resources of the City's full range of the municipal services it can provide for new development planned during the review period. LAFCO plans to take this to the Commission during their March 28th meeting. Given the importance of this document, the City Council should receive a briefing prior to consideration by the LAFCO Board.

**Discussion**

Municipal Service Reviews were added to LAFCO's mandate with the passage of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000). A MSR is a comprehensive study designed to better inform LAFCO, local agencies, and the community about the provision of municipal services. Among other things, service reviews capture and analyze information about the governance structures and efficiencies of service providers and identify opportunities for greater coordination and cooperation between providers. The commission must also review and provide determinations on growth and population; present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies; and financial ability to provide services. The MSR is a prerequisite to a Sphere of Influence (SOI) determination.

The MSR assists LAFCO in carrying out its statutory responsibility of promoting orderly growth and development while discouraging urban sprawl, preserving open-space and prime agricultural land resources, and efficiently extending government services. This MSR evaluates the structure and operation of City services. The MSR includes a discussion of the ability and plans of the City to ensure the provision of municipal services to future developments currently outside City boundaries. This study was prepared using information in the City's General Plan, City Council reports, City's web site, master plans, and interviews with staff.

Pursuant to LAFCO policy, a City SOI includes an adjacent 10 and 20 year planning area where development might be reasonably expected to occur. The 10-year boundary delineates immediate growth and projected service extension. The 20-year line will show the long-term expectations of influence, impact, and control (see attached SOI map). SOI boundaries should be logical and oriented toward logical service delivery; promote service efficiency, orderly growth and development, and identify potential cost-cutting opportunities for shared facilities or services.

**Fiscal Impact**

There is no fiscal impact associated with implementation of the proposed Municipal Service Review and Sphere of Influence Update. There are, of course, fiscal impacts associated with the future growth and development that may occur in association with the document.

**Public Contact**

Posting of the City Council Agenda.

**Recommendation for Action**

Staff recommends that the City Council receive a briefing from the LAFCO Commission representative on the MSR/SOI and provide comments, suggestions and/or direction.

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Attachments: Combined Municipal Service Review/Sphere of Influence Update

# Draft City of Woodland

# Municipal Service Review/ Sphere of Influence Update

Yolo Local Agency Formation Commission

March 28, 2011

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## LIST OF FIGURES*



* Figures are provided at the end of the document

# 1.0 EXECUTIVE SUMMARY

## ABOUT THE CITY OF WOODLAND

The City of Woodland is located in eastern Yolo County, generally where I-5 and Highway 113 intersect. The City is approximately four miles north of the City of Davis and three to five miles west of the Sacramento River. The City encompasses 14.5 square miles and is largely surrounded by prime agricultural land on the north, west, and south. A portion of the City is in the Cache Creek floodplain, which is located north and northwest of the City and subject to a 100 year flood. The City, which was incorporated in 1871, is the County seat of Yolo County.

The City provides a full range of municipal services including library; storm drainage; water and wastewater; police and fire protection; planning and zoning; parks and recreation; construction and maintenance of streets, roads, and infrastructure; and general administrative support services. With a current population of 57,288, the City has seen moderate but steady growth over the last decade.

## PURPOSE OF THIS DOCUMENT

This Municipal Service Review (MSR) is required to update the City's Sphere of Influence (SOI) to ensure that adequate public services can be provided within the probable physical boundaries and service area of the City over the next 20 years. A Sphere of Influence Update was prepared, based on the determinations with this report.

In addition, the City's current SOI does not accurately reflect the current areas for new growth to meet growth demands over the 20-year planning period. The City's available residential, industrial, and commercial land base is building out at a steady pace and additional lands are needed to accommodate projected growth. This SOI Update will identify the areas where growth is most appropriate, and where future annexations may occur.

## ACTIONS FOR APPROVAL

Actions for approval of this SOI Update include:

1. Completion of this Combined Municipal Service Review/Sphere of Influence Update;

2. Completion of the environmental review consistent with the California Environmental Quality Act (CEQA);

3. Public outreach and notification; and

4. Yolo Local Agency Formation Commission (LAFCo) approval and adoption of the Municipal Service Review and Sphere of Influence Update for the City of Woodland.

PROPOSED SPHERE OF INFLUENCE

Property has not been removed from the current sphere. The primary differences between the SOI last adopted in 2002 and the proposed SOI include changes to the proposed 10- and 20-year line. **Figure 1.0-1** shows the proposed SOI, with **Figure 1.0-2** showing the existing SOI, and **Figure 1.0-3** showing the changes.

## 2.0 INTRODUCTION

This Municipal Service Review (MSR) and Sphere of Influence (SOI) Update is prepared for the City of Woodland. The two documents will be used to provide analysis of services in the City and determine if municipal services can be extended to adequately serve potential areas of growth for the City.

A municipal service review (MSR) is conducted prior to or, in conjunction with, the update of a sphere of influence (SOI). The MSR evaluates municipal services. The SOI indicates the probable physical boundaries and service area of the City over the next ten and twenty years. The SOI is an important tool used to implement the CKH Act.

This MSR evaluates the structure and operation of City services. The MSR includes a discussion of the ability and plans of each provider to ensure the provision of municipal services to future developments currently outside City boundaries. This study was prepared using information on the City's website, City Council reports, master plans, and interviews.

The SOI and Service Review were prepared to meet the requirements and standards of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH). The Service Review was prepared using the Service Review Guidelines prepared by the Governor's Office of Planning and Research and LAFCO policies as a means of identifying and evaluating the public services for the City of Woodland and updating the City's SOI.

BACKGROUND

The Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires each LAFCO to update the SOI for all applicable jurisdictions in the County. A SOI is defined by Government Code 56425 as "…a plan for the probable physical boundary and service area of a local agency or municipality…" Pursuant to Yolo County LAFCO policy an SOI includes an area adjacent to a jurisdiction where development might be reasonably expected to occur in the next 20 years. The Act further requires that an MSR be conducted prior to, or in conjunction with, the update of a sphere of influence.

The City of Woodland Municipal Service Review has been prepared in accordance with Section 56430 of the California Government Code as a means of identifying and evaluating public service provided by the City and in conjunction with an update to the City's Sphere of Influence.

The fundamental role of the Local Agency Formation Commission (LAFCO) is to implement the CKH Act (found at Government Code §56000, et seq.), consistent with local conditions and circumstances. The CKH Act guides LAFCO decisions. The major goals of LAFCO as established by the CKH Act include:

- Encourage orderly growth and development, which are essential to the social, fiscal, and economic well being of the state;
- Promote orderly development by encouraging the logical formation and determination of boundaries and working to provide housing for families of all incomes;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding development in a manner that minimizes resource loss;
- Exercise its authority to ensure that affected populations receive efficient governmental services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide necessary services and housing;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies and to shape their development so as to advantageously provide for the present and future needs of each county and its communities;
- Establish priorities by assessing and balancing total community services needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions, and financial resources;
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, where deemed necessary, consider reorganization with other single purpose agencies that provide related services;
- Conduct a review of all municipal services by county, jurisdiction, region, sub-region or other geographic area prior to, or in conjunction with, SOI updates or the creation of new SOIs; and
- Update SOIs as necessary but not less than every five years.

To carry out State policies, LAFCO has the power to conduct studies, approve or disapprove proposals, modify boundaries, and impose terms and conditions on approval of proposals. LAFCO does not have direct land use authority. LAFCO is expected to weigh, balance, deliberate, and set forth the facts and determinations of a specific action when considering a proposal.

### Municipal Service Review Factors

The legislative authority for conducting service reviews is provided in the CKH Act. The Act states, "[i]n order to prepare and update sphere of influences in accordance with Section 56425, LAFCOs are required to conduct a review of the municipal services provided in the county or other appropriate designated areas..." (CKH Act, Section 56430). A service review must have written determinations that address the following factors in order to update a sphere of influence:

Factors to be addressed:

1. Growth and population projections for the affected area.

2. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.

3. Financial ability of agencies to provide services.

4. Status of, and opportunities for, shared facilities.

5. Accountability for community service needs, including governmental structure and operational efficiencies.

6. Any other matter related to effective or efficient service delivery, as required by commission policy.

Information regarding each of the above issue areas is provided in this document. Written determinations regarding these factors have also been prepared for the Commission's consideration. The service review will analyze the City's services consistent with guidelines for preparing such a study.

Sphere of Influence Update

Yolo LAFCO's methodology is an essential part of updating the sphere of influence. Pursuant to Yolo County LAFCO policy, a City SOI includes an adjacent 10- and 20-year planning area where development might be reasonably expected to occur. The 10-year boundary delineates immediate growth and projected service extension. The 20-year line will show the long-term expectations of influence, impact, and control.

In a Sphere of Influence, the CKH Act requires LAFCO prepare and consider written determinations for each of the following:

1. Present and planned land uses in the area, including agriculture, and open space lands;

2. Present and probable need for public facilities and services in the area;

3. Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide; and

4. Existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

The MSR will be used to determine where the District is expected to provide services and the extent to which it is actually able to do so.

## Sphere of Influence Guidelines

The Sphere of Influence guidelines adopted by Yolo County LAFCO provide direction in updating the City of Woodland Sphere of Influence. Each of the following guidelines has been addressed in either the SOI Update or the MSR.

LAFCO shall consider the following factors in studying and determining the SOI:

1. LAFCO will designate a sphere of influence line that represents the City's probable physical boundary and includes territory eligible for annexation and the extension or withdrawal of services within a twenty-year period.

2. The sphere of influence may delineate a ten-year line that represents more immediate service area coverage needs and a twenty-year line that projects necessary service coverage.

3. LAFCO shall consider the following factors in determining a sphere of influence.

    a. Present and future need for services and the service levels specified in applicable general plans, growth management plans, annexation policies, resource management plans, and any other plans or policies related to the ultimate boundary and service area.

    b. Service capability, including sufficient resource capacity to provide for internal needs and urban expansion.

c. Existence of agricultural preserves, agricultural lands, and open space lands in the area, and the effect that inclusion within a sphere of influence shall have on the physical and economic integrity of maintaining the land in non-urban use.

d. Present and future cost and adequacy of services anticipated to be extended within the sphere of influence.

e. Present and projected population growth, population densities, land uses, land area, ownership patterns, assessed valuations, and proximity to other populated areas.

f. Capital improvement or other plans that delineate planned facility expansions and the timing of that expansion.

g. Social or economic communities of interest in the area.

4. LAFCO may adopt a sphere of influence that excludes territory currently within SOI boundaries. This occurs where LAFCO determines that the territory consists of agricultural lands, open space lands, or agricultural preserves whose preservation would be jeopardized by inclusion within an agency's sphere of influence, when another agency can provide similar services better than the existing service agency, or where exclusion is deemed appropriate for other sound policy reasons. Exclusion of these areas from an agency's sphere of influence indicates that detachment is appropriate.

5. Where an area could be assigned to the sphere of influence of more than one agency providing a particular needed service, the following hierarchy shall apply dependent upon ability to provide service.

   a. Inclusion within a city sphere of influence.

   b. Inclusion within a multi-purpose district sphere of influence.

   c. Inclusion within a single-purpose district sphere of influence.

   In deciding which of two or more equally-ranked agencies shall include an area within its sphere of influence, LAFCO shall consider service and financial capabilities, social and economic interdependencies, topographic factors, and the effect that eventual service extension will have on adjacent agencies.

6. Sphere of influence boundaries shall not create islands or corridors unless it can be demonstrated that the irregular boundaries represent the most logical and orderly service area.

7. Non-adjacent, publicly-owned properties and facilities used for urban purposes may be included within the sphere of influence if eventual annexation would provide an overall benefit to residents.

**Sphere of Influence Update Process Outline**

1. Concurrent preparation of a draft municipal services review and a draft sphere of influence update.

2. Completion of the environmental review process consistent with the California Environmental Quality Act (CEQA).

3. Public review of the municipal service review, sphere of influence, and environmental review documents.

4. Approval of the municipal service review, sphere of influence study, and acceptance of the appropriate environmental document.

# 3.0 GROWTH AND POPULATION PROJECTIONS

This section analyzes current growth and projected growth within the City and within the probable physical boundaries and service area of the City over the next 20 years.

## CURRENT CONDITIONS

The City of Woodland is an urban city with a steady growing population. The City's goal for future growth is high-quality, orderly growth to achieve a balance in residential, commercial, and industrial development. The City's General Plan states that development should occur consistent with the City's ability to assimilate growth and maintain the small-town feeling and quality of life.

The City's commercial, residential, and industrial land base is generally building out at a steady pace; however, there are some opportunities for redevelopment and infill. Redevelopment and infill projects provide additional opportunities for expansion and growth within the City. Modest redevelopment is projected to occur in the City's older and historic corridors. Infill opportunities are available on vacant industrial land in the City's northwest quadrant and commercial land along Main Street and on the northwest and south side of town. The City also contains vacant commercial and industrial buildings. With the City's history of steady, phased, orderly compact growth, there are few opportunities for residential infill outside of the Spring Lake Development on the southeast side of the City. Additional lands outside the current boundaries are necessary to accommodate projected growth to 2030.

The City is currently evaluating two proposals outside the City limits, which would eventually need to be annexed. The City prepared a Gateway Phase II Draft Environmental Impact Report (EIR) in 2010. The Gateway II Proposal consists of 154 acres located at the northeast corner of intersection of County Road (CR) 24/East Gibson Road and CR 102. The City recently selected a consultant to perform an environmental review of the Knaggs proposal, which consists of 113.7 acres located at the southwest corner of East Beamer Street and CR 102. Both of these projects are part of larger islands, which will be discussed later in this section.

## GROWTH CONSTRAINTS

There are several constraints that limit the City's growth outside of its current boundaries. Major constraints to development include state and local agricultural preservation policies, City growth policies, and flooding. Waterways around the City that are subject to periodic flooding include Cache Creek to the north and northwest, the Yolo Bypass to the east, and Willow Slough to the south. Areas subject to 100 year flood events include lands in the Cache Creek floodplain in the north and northwest part of the City. Flooding constraints are further discussed in a subsequent section of this study. Agricultural preservation and growth policies are discussed below.

### Agricultural Preservation Policies

State and local agricultural preservation goals, policies, and regulations direct most urban development into existing cities.

Yolo LAFCO's agricultural preservation policy discourages the annexation of prime agricultural land or land uses that are in conflict with existing agricultural preserves. Prime agricultural lands, which LAFCO classifies and Class I and II soils, are directly adjacent to the City's boundaries on the north, west, and south. Few prime soils are located east of the City.

Williamson Act lands also surround the City's boundaries. Generally, these lands are approximately half a mile or more from the City's boundaries; only about 1.5 miles of the City's total perimeter is adjacent to Williamson Act land. Williamson Act land enables the County to enter into contracts with private landowners for the purpose of restricting specific parcels of land to agricultural or related open space use in return for lower property tax assessments. Typically, the state replaced the County's lost property tax revenues; however, the state suspended those payments in Fiscal Year 2009/10. Though funding for this program has been suspended the contracts are still in place. **Figure 3.0-1** indicates prime soils and farmland currently under Williamson Act contract.

The City of Woodland promotes and supports agricultural protection and preservation through its General Plan policies. The City supports agricultural zoning and practices inside its urban limit line until development is appropriate. The City's General Plan policies support Yolo County's right-to-farm ordinance and implementation of the County's agricultural preserve program. The City of Woodland does not have an agricultural mitigation policy; however, the City considers agricultural mitigation on a case by case basis.

### City Growth Policy

The City maintains a cap on population growth per year and over the next decade. It is the City's policy to limit growth to an average 1.7 percent per year. The City also restricts growth to a population of 60,000 in 2015 and designates land in its General Plan to accommodate projected growth of 66,000 by 2020.

## PROJECTED GROWTH

Various assumptions based on current policies and growth patterns were used to project the City's growth rate over the next 20 years. The City's growth rate restriction of 1.7 percent was primarily used to estimate the City's growth. Additional assumptions included average persons per dwelling unit, growth that corresponds to Planned Neighborhood use densities, and a similar proportion of future land uses to current uses. The average persons per dwelling unit estimates used were obtained from the 2001 Spring Lake Specific Plan. The Planned Neighborhood designation is anticipated for most new residential development in the City to allow for a good mix of homes and community facilities.

## Population

According to Department of Finance estimates, the City of Woodland population in 2010 was 57,288. Future growth projections are provided below for 2015, 2020, and 2030 to allow for comparisons of the City's growth expectations and the 10- and 20-year timeline for the City's sphere of influence. As a means of comparison, City, SACOG, and Department of Finance (DOF) growth projections have been provided.

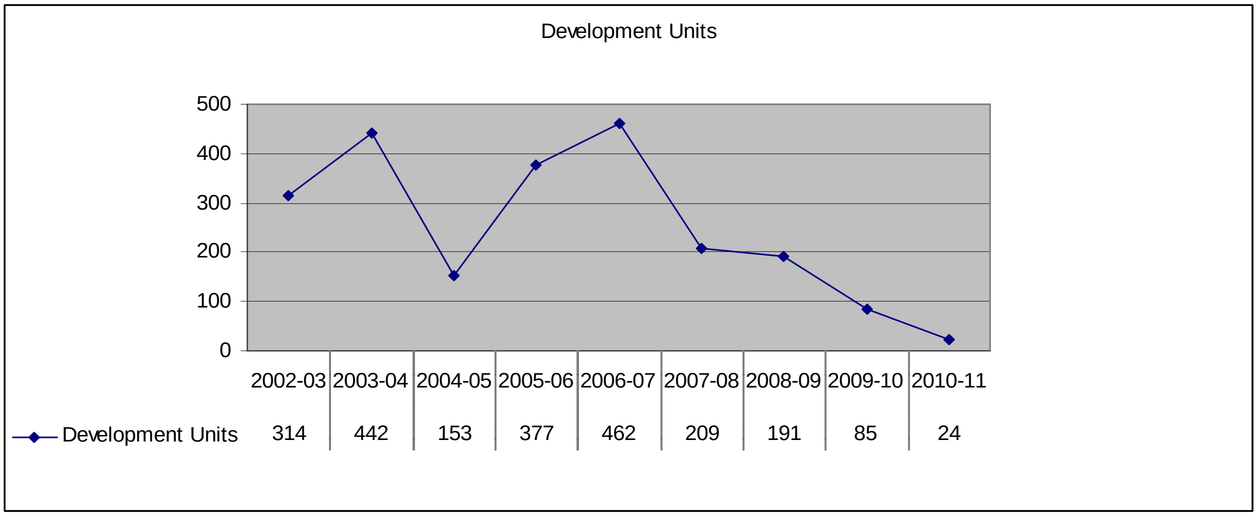
**TABLE 3.0-1**
**POPULATION ESTIMATES AND PROJECTIONS**

| Year | SACOG | Dwelling Units | DOF | Dwelling Units** | City* | Dwelling Units** |
|---|---|---|---|---|---|---|
| 2010 | 55,269 | | 57,288 | | 57,288 | |
| 2015 | 59,895 | 1,651 | 63,137 | 2,095 | 62,326 | 1,804 |
| 2020 | 64,805 | 2,007 | 68,615 | 1,962 | 67,807 | 1,963 |
| **SUBTOTAL** | | **3,658** | | **4,057** | | **3,767** |
| 2030 | 74,638 | 3,735 | 77,101 | 3,039 | 80,257 | 4,459 |
| **TOTAL** | | **7,393** | | **7,096** | | **8,226** |
| *Assumes 1.7 percent average annual growth rate | | | | | | |
| **Assumes 2.792 persons per dwelling unit | | | | | | |

Based on the City's 1.7 percent growth rate, the City is expected to exceed its own 2015 and 2020 population caps by the years 2013 and 2019 respectively. Based on City, SACOG, and Department of Finance growth projections, the City's population is also expected to exceed planned development (see table 3.0-2) inside the City by 2020 and overall projected development (see table 3.0-3) by 2030. City projections will be used to evaluate projected land demands for this Study.

All of the projections provided in the table were based on pre-recession numbers; therefore, growth assumptions may be optimistic. According to SACOG staff, the SACOG projections provided for this report were based on 2005 numbers and they show a much higher rate of growth in the early years than what has been seen since 2005 and what is expected out to 2020.

The City also indicated that the expectations for growth that were used to calculate the City's projected population in Table 3.0-1 are high. According to City staff, new home construction has significantly slowed. The graph below illustrates the City's development trend over the last nine years.




Updated population projections will not be available until after 2010 Census data is provided in April. As a result, current projections provide the only opportunity for a meaningful discussion about future growth.

## Planned Development

The City contains existing vacant land inside of the City that can absorb some of the City's projected growth. LAFCO approved the Spring Lake Reorganization to the City of Woodland in January 2003. The Spring Lake area was a planned 1,097-acre development located south of Gibson Road, north of CR 25A, and generally east of CR 101; there is a portion of Spring Lake immediately north of the easterly extension of CR 24C that extends west over State Route 113. The development was approved for 4,035 dwelling units on approximately 665 acres. The Spring Lake development is scheduled to be built out over a 15-year time period. There are currently 1,668 occupied dwelling units in Spring Lake and a capacity for 2,367 more dwelling units.

The City designates one area inside the City as Planned Development in its zoning map. The Ogden/Gibson Development includes a vacant 12.4 acre parcel located at the northwest corner of Gibson Road and Ogden Street. The City Planning Commission approved a revised Tentative Map on May 6, 2010 to allow up to 79 single family lots on this parcel.

Table 3.0-2 shows the remaining units needed to accommodate growth, subsequent to the development of the Spring Lake Area and Ogden/Gibson Development. Based on City growth projections, the City needs to accommodate an additional 5,780 units.

**TABLE 3.0-2**
**GROWTH AND DEVELOPMENT**

| Planned Development | | Planned Development (units) | SACOG | DOF | City |
|---|---|---|---|---|---|
| | | | 7,393 | **7,096** | **8,226** |
| Spring Lake | Inside City | 2,367 | 5,026 | 4,729 | 5,859 |
| Ogden/Gibson | | 79 | 4,947 | 4,650 | 5,780 |

There do not appear to be any other areas entitled for residential growth within the City.

## Projected Demands

The Gibson/Ogden Development and the Spring Lake Area will not accommodate the City's growth out to 2020 or 2030. As provided in Table 3.0-2, the City needs an additional 5,780 units to meet growth expectations. Of those units, 1,321are needed to accommodate growth out to 2020and 4,459 are needed to accommodate growth out to 2030.

GROWTH PLANNING

The City's projected growth and anticipated future improvement needs are based upon the General Plan that projects the locations and land use types of future growth. The 2002 General Plan Update serves as the overall guidance policy document for land use and development for the City. The Land Use and Community Design Element of the General Plan designate the general distribution and intensity of all present and future uses of land in the community. The General Plan Land Use Diagram is the site-specific map that illustrates the desired arrangement and location of land uses.

The City's General Plan includes the City of Woodland "Planning Area" that includes all land designated or to be considered for future development. Within the Planning Area, the General Plan defines an Urban Limit Line encompassing all land to be considered for urban development within the time frame of the General Plan (by 2020). The urban limit line was updated and expanded in 2006. **Figure 3.0-2** shows the City's urban limit line.

Development that occurs within the City must be consistent with the City's General Plan and the City's Zoning Ordinance.

The Zoning Ordinance and Zoning Map provide more specific development and land use regulations for the City. The Zoning Ordinance is designed to implement the General Plan and promote, protect, and preserve the general public health, safety, and welfare of the residents.

### Future Growth Areas

The City's available residential, industrial, and commercial land is building out at a steady pace, although there has been some slowing in recent years due to the economy, but there still seems to be some need for additional undeveloped lands.

The City has identified specific areas for growth within its urban limit line. These areas are generally located northwest, northeast, east, and south of the City. Land uses generally include Industrial, Business Park, Open Space, Urban Reserve, Planned Neighborhood, and a small area of Rural Residential land uses.

The City's urban limit line identifies the "Master Plan Remainder Area" as an area for future residential growth. The 651 acre Remainder Area, evaluated as part of the Spring Lake Specific Plan, is generally located south of Road 24A, east of Road 98, west of CR 101 and east of the southern termination of College Street. The Remainder Area is projected to include 2,882 residential units.

The City's Master Plan Remainder Area will serve growth to 2020 but will not be sufficient to accommodate all projected growth over the next twenty years to 2030. Nearly half of the units in the Remainder Area will accommodate growth until 2020. The remaining 1,561 units will provide approximately 34 percent of the units needed to accommodate growth out to 2030.

In addition to the Master Plan Remainder Area, the City also designated approximately 51 acres of land north of the City limits, between CR 99 and 98B, for rural residential uses. The area is substantially developed; however, approximately 32 acres could be further subdivided to allow for additional rural residential uses. The City allows two homes per acre for rural residential land uses; at this density, the area may be able to accommodate approximately 59 more units. With the addition of these rural residential units, the City will need to accommodate 2,839 more units. Table 3.0-3 represents remaining growth needs and planned development outside the City.

**TABLE 3.0-3**
**REMAINING GROWTH AND DEVELOPMENT**

| Planned Development | | Development Units | SACOG | DOF | City |
|---|---|---|---|---|---|
| Remaining Units Needed | | | 4,947 | **4,650** | **5,780** |
| Remainder Area | Outside City | 2,882 | 2,065 | **1,768** | 2,898 |
| Rural Residential | | 59 | 2,006 | 1,709 | **2,839** |

### Projected Land Demands

The City will need to designate additional land for residential uses to accommodate growth out to 2030. The City does not identify an adequate amount of land for residential uses in its General Plan. The City needs to plan for an additional 2,839 units.

Using the overall average residential density of 7 units per gross acre of residential land for Planned Neighborhood uses provided in the City's General Plan, the City would need to designate an additional 406 acres of gross residential land to accommodate population growth out to 2030.

The City could consider increasing its existing residential land use densities to accommodate future growth. As a member of SACOG, the City agreed to SACOG's Blueprint growth principles. Among other things, the principals promote infill and redevelopment and compact, mixed-use development. If the City increased its current Master Plan Remainder Area Planned Neighborhood residential land use designation to Medium or High Density Residential, that development could accommodate the City's projected 20-year growth; however, the City's planning vision does not seem to support these densities outside its core. The City would have to reevaluate any changed land uses and impacts through the planning process.

The City could also consider converting some of its Urban Reserve designations to residential. Again, the City would have to reevaluate any altered land uses and impacts through the planning process. Additionally, areas designated Urban Reserve may not be optimally located for residential uses considering they are adjacent to the City's wastewater treatment plant and/or the I-5 Freeway corridor.

### Urbanized Unincorporated Areas

Appropriate growth areas include existing, partially developed areas that are served by the City. Partially developed areas in the City are generally located north of Kentucky Avenue and west of East Street. The City provides service to several of these developed areas, described below.

<u>Unincorporated Service Areas</u>

The City currently provides service to the following unincorporated areas by agreement.

Out of Agency Service Agreements

> Westucky OOA –Sewer and water service to three parcels located north of Aspen Street along CR 99 (West Street) (2005).
>
> Volkl OOA – Water service to two parcels located along the Southern Pacific Railroad south of Interstate 5 (1988).
>
> Pirmi OOA – Sewer and Water service to two parcels west of East Street and north of Kentucky Avenue (1996).

The City provides sewer and water service to two of five parcels in the Barnard Court area located at the northwest intersection of CR 102 and Main Street south of the I-5 interchange, east of CR 99. Water and sewer service was originally extended to the area pursuant to an October 24, 1972 agreement between the City and the property owner. In 1998 the City entered into a joint agreement with the County and the property owners to allow further development of the Barnard Street property upon agreement from the property owners to annex the property when required by the City. Considering the Barnard property is not contiguous to the City, annexation of the parcels between the Barnard property and the City would be required.

### Islands

Other appropriate growth areas include areas that are substantially surrounded by the City. LAFCO discourages the creation of islands. Pursuant to Government Code Section 56744 annexations or reorganizations that create islands are not allowed unless the Commission waives the requirement according to certain exceptions. The City has several islands east and north of the City limits. It is appropriate to place these areas in the General Plan to help reduce or eliminate existing islands. **Figure 3.0-3** shows islands around the City.

### Municipal Property

Some city-owned property used for municipal purposes in the County is appropriate for future annexation to the City. City-owned property within the County used for municipal purposes includes drainage ponds in areas north, east, and south of the City. Other City-owned property that does not appear to have existing municipal uses includes the City's Sewer Farm, considered for disposal of treated wastewater, located in the Yolo Bypass west of the Tule Canal and north of CR 22 and the site of a former sewer treatment plant at the northwest corner of CR 102 and Beamer Street. **Figure 3.0-4** shows City-owned land outside the City limits.

### Sphere of Influence

The City's SOI represents the probable physical boundaries and service area of the City within the next twenty years. The SOI includes undeveloped areas, adjacent developed areas, and municipal property. **Figure 1.0-1** shows the City's current boundaries and the proposed Sphere of Influence.

DETERMINATION

Constraints to development include flooding, state and local agricultural preservation policies, and City growth policies.

Growth projections have been calculated for the City based on existing growth policies and conditions. The City's current population is projected to grow 18-percent to 67,807 in 2020 and 40-percent to 80,257 in 2030. The City has identified adequate residential uses in the City's 2002 General Plan Update to accommodate growth to 2020, but not 2030. The City will need to designate an additional 406 acres of gross residential land for development outside of the current City boundaries to accommodate an additional population of 2,839 by 2030.

## 4.0 INFRASTRUCTURE ANALYSIS

This section addresses the adequacy of the City's major infrastructure to serve existing users and service future demands. The adequacy of each service provided is generally based on local preferences, expectations, and standards.

The section is organized by service, with each of the urban services considered in relation to the availability of infrastructure to meet the existing and future service demands. All of major municipal services are provided by the City, with the exception of solid waste disposal.

Services in the following section are analyzed according to the current level of service and the planned future level of service. The current level of services considers the City's current infrastructure and services presently being provided. The future level of service assesses plans for upgrade and expansion of services to serve projected growth and expansion of the City.

## 4.1 WATER

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

The City of Woodland Public Works Department provides municipal water to the City. City staff is responsible for maintaining and repairing the water system.

### Service Area

The City's water infrastructure includes 235 miles of water main, 8,300 valves, 14,800 service connections, 3,500 fire hydrants, one 400,000-gallon capacity water tank, 19 domestic groundwater wells (that annually pump 4,993 million gallons of water), 16 water sample stations, 53 end of line blow offs, and 780 backflow devices, which prevent contamination by preventing water flowing back into the potable water distribution system. **Figure 4.1-1** shows the City's water supply and distribution system.

Water service is largely confined to City boundaries; however, as mentioned in the previous section, the City provides water outside its boundaries to several areas through an out of agency service agreement. The City provides water to approximately seven parcels in the northwest area of the City.

### Water Source

The City of Woodland has an adequate, and carefully managed, source of drinking water to serve the needs of its residents. Woodland's potable water is pumped from 19 groundwater wells located throughout the City. The wells tap into aquifers beneath the City at depths ranging from 436 to 800 feet underground. Woodland's water does not pass through a central water treatment facility but is filtered naturally by the sand and gravel as it passes through the aquifers. The City of Woodland is completely dependent on groundwater for its water supply.

Other users rely on the same groundwater source as the City. The City of Woodland groundwater supply comes from the Lower Cache-Putah Subbasin, which is part of the larger East Yolo Subbasin located in the mid-eastern portion of Yolo County. The Department of Water Resources estimates that the Lower Cache-Putah Subbasin has a total storage capacity of 2,733,055 acre-feet of water for depths between 20 and 420 feet. This Subbasin encompasses the City of Davis and the University of California, Davis, which, like the City of Woodland, rely exclusively on groundwater. Farmers and residents in the unincorporated areas also rely on these Subbasins for domestic and irrigation needs. Significant land subsidence has occurred within the East Yolo Subbasin boundaries from Zamora to the City of Davis, including Woodland; however, the

California Department of Water Resources has not determined that the groundwater basin is over-drafted.

The City's current groundwater source is subject to a few vulnerabilities. A drinking water source assessment completed in 2002 determined the water system's vulnerability to possible sources of contamination. The City of Woodland groundwater is most vulnerable to existing and historical contamination from land use activities, including agriculture, septic systems, dry cleaners, and gas stations. The water source is also vulnerable to naturally occurring contaminants. Overall, the assessment concluded there is a slight to moderate threat that the City's water source could become contaminated by these land use patterns and activities.

### Water Quality

The City regularly monitors water quality, taking hundreds of water samples each year to determine the presence of inorganic, biological, radioactive, volatile organic, or synthetic organic constituents. Below is a brief discussion of water treatment and water quality issues.

<u>Water Treatment</u>

The City's water receives minimal treatment. The City administers 0.2 parts per million of liquid chlorine (sodium hypochlorite) to well water for disinfection through continuous automatic injection at each well site.

<u>Mineral Deposits</u>

The City's water has a high mineral content of calcium and magnesium hydrogen carbonate, which is commonly referred to as "hard water." The City of Woodland had a hard water concentration of 416 (parts per million) in 2009, but has had a concentration of hard water as high as 450ppm, approximately 26.3 grains per gallon. The range of Hardness from low to high, as indicated in the 2009 Annual Water Quality Report for the City of Woodland, is 380-450ppm. Hard water leaves mineral deposits on plumbing fixtures, cars, and fences and can decrease the life expectancy of household appliances such as water heaters.

<u>Nitrates</u>

Over the past several decades, the City has experienced volatile nitrate levels in most of its wells. Nitrates are the biggest drinking water quality concern for the City of Woodland, but high nitrate levels are not reflected in water quality reports due to water management practices. Nitrate concentrations make it necessary to isolate aquifer layers containing higher nitrate levels in two City of Woodland wells to meet safe drinking water standards (Kennedy/Jenks Consultants, 2005) (Draft EIR for Davis-Woodland Water Supply Project). These two wells have nitrate analyzers that constantly monitor nitrate levels. Once the water gets close to the Maximum Contaminant Level (MCL), the well immediately shuts off, effectively preventing nitrates from exceeding regulatory levels.

Arsenic

The City exceeded the state's water quality measurement target for arsenic in 2007 and 2009. The California Environmental Protection Agency (Cal-EPA) Public Health Goal (PHG) standard is 0.004 parts per billion. According to the City's 2009 and 2007 Annual Water Quality Reports, the average level of arsenic in the City's water supply was 1.1 parts per billion (ppb) and 0.50 ppb, respectively. PHGs are non-enforceable goals established by the Cal-EPA's Office of Environmental Health Hazard Assessment (OEHHA). The law requires water suppliers use federal EPA standards if state goals have not been adopted. New, more stringent federal arsenic level standards of 10 ppb were adopted in 2006. These standards only apply to new wells, which are well within those standards; however, according to City staff, new wells pull water from different aquifers that are showing higher groundwater concentration of arsenic.

## Wells

The City of Woodland has 20 wells, 19 of which are operational. One well (Well 9) is scheduled to be destroyed and two other wells (Wells 15 and 22) were recently replaced. Currently, the City has a well pumping capacity of approximately 32,750 GPM. According to Public Works staff, only about 80-percent of the total capacity is typically available due to well upgrades and maintenance. The typical life of a well is 30-50 years; maintenance needs increase after 30 years. Of the 19 operational wells, fifteen are 30 years old or older and, of these, seven have shown elevated nitrate levels.

The City generally extracts its water from the intermediate aquifer beneath the City. The intermediate aquifer depth extends from about 220 feet to 600 feet below ground. The City wells tap into the intermediate aquifer at depths ranging from 436 to 600 feet underground. The two new wells that are scheduled to be added to the system have been drilled to a depth of 800 feet to help meet tighter regulatory standards for water quality. The City will blend down the nitrates, salts, and boron in the intermediate aquifer wells with water from the deeper aquifer, which has problems with iron, manganese, and arsenic. According to City staff it is "progressively becoming more difficult to stay within compliance in the long run, even with blending techniques."

**TABLE 4.1-1**
**CITY WELLS**

| Well | Location | Address | Year Drilled | Age | GPM | Depth (ft) |
|---|---|---|---|---|---|---|
| 1 | Fifth Street Yard | 415 Fifth Street | 1962 | 48 | 1700 | 484 |
| 4 | Christiansen Park | 202 Beamer St. | 1954 | 56 | 2000 | 484 |
| 5 | Southland Park | 1310 Elm Street | 1954 | 56 | 1500 | 452 |
| **6** | **Grand Ave.** | 436 Grand Ave. | 1976 | 34 | 1700 | 503 |
| **9** | **Tredway** | 1701 Sixth Street | 1960 | 50 | -- | 470 |
| **10** | **Davis Estates** | 171 Bemmerly Wy. | 1961 | 49 | 1700 | 504 |
| **11** | **Ferns Park** | 750 W. Southwood Dr. | 1971 | 39 | 1650 | 490 |
| 12 | Ventura | 1455 E. Kentucky Ave. | 1972 | 38 | 1600 | 440 |
| **13** | **Best** | 1651 Cottonwood Ave. | 1974 | 36 | 2000 | 482 |
| 14 | Freeway | 234Dr. Classen Way | 1975 | 35 | 2000 | 436 |
| 15 | Campbell Park | 704 Thomas Street | 1976 | 34 | ~~2200~~ | 528 |
| 15S | Campbell Park | 705 Thomas Street | 2009 | 1 | 1800 | 800 |
| 16 | Crawford Park | 1733 College Street | 1977 | 33 | 1800 | 490 |
| **17** | **Borchard** | 827 Saratoga Dr. | 1977 | 33 | 1500 | 513 |
| 18 | Fairgrounds | 1125 East Street | 1977 | 33 | 1800 | 634 |
| 19 | Sutter Yard | 20 Sutter Street | 1980 | 30 | 2000 | 470 |
| **20** | **West Court Street** | 345 W. Court Street | 1980 | 30 | 1200 | 490 |
| **21** | **Schuler** | 315 N. Cottonwood St. | 1980 | 30 | 2000 | 600 |
| **22** | **E. Gum Street** | 1771 E. Gum Ave. | 1995 | 15 | ~~1200~~ | 522 |
| 22G | E. Gum Street | 1772 E. Gum Ave. | 2009 | 1 | 1800 | 800 |
| 24 | Springlake | 1699 Meikle Ave. | 2007 | 3 | 1800 | 528 |
| 26 | Regional Park | Rd 102/25A | 1988 | 22 | 1200 | 575 |
| Total | | | | | 32,750 | |

Note: wells in bold have shown elevated nitrate levels.

The City's wells produced 4.9 billion gallons in 2009 (an average 13.4 million gallons per day). Over the last few years the City's water demand has been about 5.4 billion gallons per year (an average 14.8 million gallons per day). In 2010, the City reduced demand to approximately 5 billion gallons per year (an average 13.7 million gallons per day) due to education, public awareness of the recent drought, and weather conditions with a wet spring and a relatively cool summer. With the 2010 demand calculations, the City has a deficit of approximately 100 million gallons per year (approximately 274,000 gallons per day); however, according to City staff, the current wells meet current demand, but there is very little room for reserve capacity for pumping system failures. Metering, when fully implemented by 2012, should reduce demand by about 15-percent to 4.3 billion gallons per year (an average 11.7 million gallons per day), which is well within the City's average daily water demand.

The City has a generally sufficient water storage system for peak demands and to regulate water pressure. Peak hour flows are approximately 30,000 GPM, three times the average demand. The City installed a new 400,000 gallon capacity water tank to store water and help meet peak hourly water system demands, provide additional water capacity during emergencies, and assist in providing adequate water pressure to residents. Additionally, the City is also planning to install a ground level water storage tank with a booster pump station within the next two years. The tank will result in additional storage in the water system for use during peak demand and reduce the need for replacement wells. Ongoing system improvements including new wells, well replacements, and pipeline maintenance will also help improve water pressure.

### Fire Flow

The City is meeting fire flow standards. According to the Woodland General Plan (Policy 4.1.4), the City shall attempt to maintain the following fire flow standards:

Commercial and industrial: 3,500 gallons per minute (GPM)
Light commercial and multifamily residential: 2,500 GPM
Single family residential: 1,500 GPM

There are some deficiencies in the northeast industrial area, within commercial corridors, and at the dead end pipe at Barnard Court, but the City continues to improve water infrastructure to improve water flow and pressure.

### Water Conservation

State law requires installation of water meters to measure, and charge customers based on, water usage. The City is required to install water meters on service connections established after 1991 by January 1, 2010 and on the remaining service connections by January 1, 2025. The City has finished installing meters and transmitters (that will allow meters to be read electronically) on homes built after 1991. The City also received federal stimulus funding to help meter the rest (approximately 10,000) by 2011, fourteen years ahead of schedule.

## PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

Based on historic average population growth, the Public Works Department estimates the City will grow at a 1.3-percent annual rate. The City used the estimated growth rate, SACOG data, and the City's most recent Urban Water Management Plan to develop plans for future facilities. According to the City's analysis, water demand is expected to increase by approximately 29-percent; however, metering is expected to reduce this increase by approximately 15-percent for a net increase of about 14 to 15-percent. This results in a demand projection of 6,100 million gallons of water for the year 2030.

Based on current long-term demand projections and water quality the City needs to acquire other sources of water.

### Planned Improvements

The City adequately plans for improvements to increase the efficiency and address the aging infrastructure needs of the current water supply system. City staff anticipates replacement of several of its aging wells over the next few years. Based on inspections and input from consultants, staff identified Wells 13, 14, and 15 in the Capital Improvement Program as wells that will likely need to be replaced. As previously indicated, Well 15 is currently being replaced. The CIP also indicates funding to replace Well 1 with Well 28 (shown in **Figure 4.1-1**) as part of the Yolo County Courthouse project. The well is aged and needs to be replaced. It will be redrilled in the same part of the City to maintain proper water pressure. The State will reimburse the City for this well as part of the Courthouse Project.

The City is planning for several new tanks inside the City to improve overall water system performance and supply and meet future water demand, minimizing or even eliminating reliance on some existing wells. The City plans to install a 3 million gallon storage tank at Douglas Park in 2012 as part of the Davis-Woodland Water Supply Project. Douglas Park is on the west side of the City, which is the area of highest elevation. As a result, the tank would increase water pressure for the entire City. A 1 million gallon tank is planned for 2013 at Beamer Street and County Road 102 to support fire flow and enable surface water storage. This tank will help serve future development by improving water supply and water pressure and eliminating the need for individual, project-specific storage facilities. A 2 million gallon tank is planned for 2016 at the water treatment facility. A second 3 million gallon tank is planned at Douglas Park for 2020 to meet new demand.

The City of Woodland is installing a Supervisory Control and Data Acquisition (SCADA) system to all its well facilities to improve efficiency, system reliability, and monitoring and data collection. The anticipated completion date for this new system is spring 2011.

### Alternate Water Supply Sources

The City is attempting to address ongoing water supply, reliability, and quality issues through the Davis-Woodland Water Supply Project. There are three potential primary water supply sources available to the City: the intermediate depth aquifer, the deep aquifer, and surface water from the Sacramento River. Groundwater in the intermediate aquifer, which the City largely draws from, and the deep aquifer has limitations. As a result of increasing groundwater issues, the City has identified the long-term need for surface water to provide adequate water service. The City of Woodland, in a joint effort with UC Davis and the City of Davis, has chosen to pursue the acquisition of future water supplies from the Sacramento River. This surface water would be used in conjunction with existing groundwater supplies.

The City and partner agencies have plans for facilities to treat and convey the surface water to the City. This would involve the construction and operation of water intake/diversion, conveyance, and treatment facilities (water treatment plant) in order to use treated surface water. The studies indicate that this supply would be sufficient to meet most of the municipal and industrial demands of the partner agencies through 2040. The City anticipates this surface water could be available by 2016.

DETERMINATION

The City of Woodland is currently providing adequate municipal water for its residents and other users. The City relies exclusively on groundwater, which is becoming less reliable due to decreasing quality and increasing regulatory requirements. The current water infrastructure is adequate to serve existing users during peak demands.

The City is planning for the improvement and upgrade of the City's existing water and infrastructure system. The City is in the process of pursuing more stable and higher quality surface water supplies. Future water supply, treatment, and delivery infrastructure can be constructed and extended to adequately provide for future service demands. The City of Woodland is the most appropriate municipal water service provider for any future development areas with the City's proposed sphere of influence (SOI).

## 4.2 WASTEWATER

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

The City of Woodland's Public Works Department is the wastewater service provider for the City. City staff is responsible for operating and maintaining the wastewater treatment and collection system.

### Service Area

The Public Works Department provides wastewater service to the City of Woodland and seven parcels outside its boundaries. The City has 14,231 wastewater service connections.

### Wastewater Collection

The City of Woodland has an adequate wastewater collection system to serve its residents. The City owns and operates a Water Pollution Control Facility (WPCF) for wastewater collection, treatment, and disposal of residential, commercial, and industrial wastewater located east of CR 102 and south of I-5. The Plant is fully automated and operated through a Supervisory Control and Data Acquisition (SCADA) system, which enables remote operation of the Plant. The Woodland wastewater conveyance system includes 175 miles of sewer main, 80 miles of service line, 2,290 sewer maintenances holes, and 2 sewer lift pump stations. Treated WPCF water is discharged into the Tule canal, a part of the Yolo Bypass. **Figure 4.2-1** shows the City's wastewater treatment system and facilities.

### Wastewater Treatment

The City has adequate wastewater treatment capacity available and is it able to handle additional, future demands inside and outside the City. The WPCF is a Class V, tertiary treatment system that can accommodate an average flow of 10.4 million gallons per day (MGD). Wastewater demand in the City is estimated to be 4.9 MGD, which is well within the system's capacity. The Plant could accommodate up to 15 MGD per day with the addition of an oxidation ditch, which helps reduce the amount of sludge that is produced.

The City's WPCF is in compliance with wastewater permitting requirements and standards, providing the City also take prescribed steps to address ongoing wastewater discharge issues. In 2009, the Central Valley Regional Water Quality Control Board (CVRWQCB) issued the City a five-year National Pollutant Discharge Elimination System (NPDES) permit (NPDES No. CA077950). The permit requires the City implement environmental studies to address and minimize the negative impact of ammonia, salinity, selenium, boron, and toxic substances in discharged wastewater. The City must also continue to pursue surface water supplies to minimize water supply degradation.

The City is pursuing a new water supply and other source control efforts as a means to comply with the permit with respect to elevated concentrations of dissolved substances (salinity, selenium, and boron) in its groundwater. The new water supply project is scheduled to be online in 2016.

The WCPF has received several, mostly minor, violations since the facility upgrade was completed and newly permitted on February 5, 2009.

The subsections below describe pollutants, pollutant levels, interim permit limitations, and final effluent limitations for pollutants identified for compliance in the NPDES permit.

Salinity

The City exceeded is working to reduce the amount of salt (expressed as the water's relative Electrical Conductivity (EC)) it discharges to the environment. High water salinity can limit the growth of certain crops and affect the taste of water. The City's groundwater has historically had high naturally occurring EC levels. Additionally, water softeners, general water consumption, and effluent increase the salt content in the water supply. The secondary MCL, which is set to protect the odor, taste, and appearance of drinking water, for EC is 900 µmhos/cm as a recommended level, 1600 µmhos/cm as an upper level, and 2200 µmhos /cm as a short-term maximum. Out of 507 discharge samples from June 2006 through December 2007, the City of Woodland had an average effluent EC of 1562 µmhos/cm and a range of 936 to 1844 µmhos/cm. The annual average permit discharge limit for EC is 1835 µmhos/cm. As part of the Ciyt's NPDES permit renewal in 2014, the Regional Water Quality Control Board is expected to set the EC limit to between 700 and 1,000 µmhos/cm.

EC is difficult and costly to remove from the water supply. The two available alternatives for lowering salt levels are treating the wastewater effluence using reverse osmosis or obtaining surface water from the Sacramento River, which has a low salt content compared to Woodland groundwater. The most reasonable mitigation for high salt content in the City's water supply is treated surface water. Other source control efforts include reducing the use of self regenerating water softeners and development of local limits for commercial and industrial dischargers within the City.

Ammonia

The City is working to reduce ammonia concentrations present in its wastewater discharge. Untreated domestic wastewater contains ammonia. Nitrification is a biological process that converts ammonia to nitrite and nitrite to nitrate. Denitrification is a process that converts nitrate to nitrite or nitric oxide and then to nitrous oxide or nitrogen gas, which is then released to the atmosphere. The City of Woodland currently uses nitrification to remove ammonia from the waste stream.

Inadequate or incomplete nitrification may result in the discharge of ammonia to the receiving stream. Based on 235 samples collected between June 2006 and December 2007, the maximum measured effluent concentration (MEC) for ammonia was 1.3 mg/L. The interim maximum daily effluent permit limit is 3.7 mg/L. The RWQCB established an average monthly effluent limitation (AMEL) and maximum daily effluent limitation (MDEL) for ammonia of 0.8 mg/L and 2.2 mg/L, respectively. New water quality based effluence limitations were set to become effective on May 18, 2010. According to City staff, the City reliably complies with effluent ammonia limits.

Selenium

The City is currently not in compliance with selenium effluent limitations. Based on 14 samples collected between June 2006 and December 2007, the City’s maximum measured effluent concentration (MEC) for selenium was 32 µg/L, but typically averages about 5 µg/L. The RWQCB established a compliance schedule that included identification and minimization of current and future selenium discharge levels. The Board established an average monthly effluent limitation (AMEL) and maximum daily effluent limitation (MDEL) for selenium of 3.2 µg/L and 9.2 µg/L, respectively. New water quality based effluence limitations became effective on May 18, 2010. The City is not meeting the new MDEL.

Boron

The City is working to reduce the levels of boron concentrations it discharges to the environment. Boron in excessive concentration can cause damage to plant life. Based on 15 samples collected between June 2006 and December 2007, the City had an average boron effluent concentration of 2540 ug/L and a maximum of 3400 ug/L. The maximum measured effluent concentration (MEC) for boron was 3000 µg/L. The interim permit limit for effluent boron concentration is an annual maximum average of 3100 µg/L. The Agricultural Water Quality Goal for boron is 700 µg/L, which is far below the average of 2540 µg/L.

Toxicity

The City is required to perform whole effluent toxicity testing to determine the level of and reduce the toxicity in wastewater discharges. The City must conduct acute and chronic aquatic toxicity testing and investigate the causes and actions for reduction of effluent toxicity. Limitations for toxicity are based on the survival of aquatic organisms in undiluted waste over prescribed amount of time. Any evidence of chronic toxicity triggers an accelerated monitoring schedule to determine whether a pattern of effluent toxicity exists. If a pattern exists, the City would be required to prepare a Toxicity Reduction Evaluation (TRE) in accordance with an approved work plan and take actions to identify, evaluate, control, and mitigate the source of toxicity.

Biosolids

The City currently uses a series of algae ponds to stabilize and thicken waste solids form the WPCF. The NPDES permit requires the City to assess the operation of its pond system and confirm its operation is not impacting local groundwater. The City has completed a comprehensive evaluation of groundwater both upgradient and downgradient of the WPCF. The City has also started removing (drying and trucking) wastewater solids each year from ponds that have stabilized biosolids. Prior to 2014, the City will report to the Regional Board its progress of removing biosolids and other recommended system enhancements.

The City is also considering partnerships that may be mutually beneficial. For instance, the City of Woodland is considering sending its biosolids to the City of Davis for treatment and disposal. Davis is planning digestion and dewatering facilities and is adjacent to the Yolo County Landfill where the material could be disposed.

Wastewater Collection System

The City's wastewater collection system is in compliance with general statewide waste discharge requirements for sanitary sewer systems. In 2006, the State Water Board adopted General Waste Discharge Requirement (WDRs) to address Sanitary Sewer Overflows (SSOs) in the wastewater collection system. To comply with the WDR, the City was required to develop and implement a system-specific Sewer System Management Plan (SSMP), which includes provisions for proper and efficient management, operation, and maintenance of sanitary sewer systems, while considering risk management and cost benefit analysis. Additionally, the SSMP must also include a spill response plan to minimize water quality impacts and potential nuisance conditions. The City's most recent SSO occurred in November 2009. The City has recorded a total of 90 SSOs since the State began tracking wastewater collection system discharges.

PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

The City is adequately planning for ongoing wastewater system needs and opportunities. The City of Woodland recently completed a Sewer System Management Plan (SSMP) in 2009. The SSMP is a state mandated document that entails how an agency's sanitary sewer system is operated, maintained, evaluated, and funded. The SSMP includes an Asset Management System (AMS) for identifying and addressing infrastructure needs and deficiencies of its wastewater system, which includes its Wastewater Pollution Control Facility (WPCF) and sewer lines.

Public Works staff is planning for the repair, upgrade, or replacement of equipment and infrastructure at the WPCF and several thousand feet of sewer lines throughout the City. Regular sewer line maintenance reduces infiltration and inflow of water into the wastewater system, thereby reducing associated operating costs and increasing WPCF capacity. The cost of some sewer line repairs can be offset by fees from connections that the additional capacity will enable. Regular maintenance also helps prevent sewage spills and leakage and maintain regulatory compliance.

Staff also plans for and prioritizes equipment and infrastructure needs to keep the WPCF functioning at an optimal level so as to keep overall costs down and maintain compliance with wastewater regulations and requirements. Currently, staff lists seventeen repairs, upgrades, or replacements that are scheduled for the Facility.

The City is implementing a program to systematically identify, prioritize, and implement necessary upgrades and repairs to the lines in its wastewater system through its Asset Management System. Typically, upgrades and repairs to the collection system have been done in concert with road projects, which don't always correspond to serious pipeline repair needs. The City will use alternative repair methods to begin doing upgrades and repairs to sewer lines on an annual basis, as needed. Work on the sewer line will be coordinated with street projects when possible. City staff anticipates repair or replacement of an estimated 1,500 feet of sewer lines annually. The Asset Management System is a component of the Sewer System Management Plan (SSMP).

The City is implementing a new calibrated city sewer model to account for present, and plan for future, wastewater conditions and connections. Information in the current model is out of date. A new model with updated information would help City staff accurately identify, evaluate, and address current and future problems with infiltration and inflow. EC and flow monitors will be installed in 23 locations throughout the City to document flows and calculate storm events.

DETERMINATION

The City of Woodland is currently providing adequate municipal wastewater collection and treatment for urban customers. The current wastewater system infrastructure is adequate to serve existing users. The City has additional wastewater treatment and disposal capacity to handle additional wastewater flows.

The City is attempting to address wastewater discharge issues identified in the NPDES permit. Several of the concerns outlined in the permit have already been resolved. The City continues to work to address remaining issues.

The City is adequately planning for ongoing and future wastewater system needs. Public Works staff is planning for the repair, upgrade, or replacement of equipment and infrastructure at the WPCF and several thousand feet of sewer lines throughout the

City. The City is implementing a program to systematically identify, prioritize, and implement necessary upgrades and repairs to the lines in its wastewater system through its Asset Management System. The City is implementing a new calibrated city sewer model to account for present, and plan for future, wastewater conditions and connections.

## 4.3 STORM DRAINAGE

CURRENT LEVLEL OF SERVICE AND INFRASTRUCTURE

The Environmental Services Division in the City of Woodland Public Works Department provides storm water management services for the City. The Utilities Branch is responsible for stormwater infrastructure planning and maintenance.

### FLOODING

The City of Woodland is surrounded by waterways that periodically flood. Waterways include Cache Creek to the north and northwest, the Yolo Bypass to the east, and Willow Slough to the south. Approximately one-third of the City is in the Cache Creek floodplain and subject to flooding in a 100 year flood. New development in this floodplain is restricted. **Figure 4.3-1** shows areas subject to 100 year flooding.

Flood hazards in Woodland generally consist of shallow sheet flooding from surface water runoff from large rainstorms with depths generally less than two feet. The City of Woodland is working to reduce potential flood risks in the City and unincorporated areas of the County.

The City has been successful in its efforts to change federal flood designations for some areas of the City that are currently in the 100-year flood zone. In 2002, the Federal Emergency Management Agency (FEMA) issued a revised Flood Insurance Rate Map (FIRM) for the City that identified increased flood depths in the eastern sections of the City and placed additional properties in the 100-year flood zone. Mandatory flood insurance purchase requirements apply to properties in this zone. The City also adopted a policy that restricted growth in areas of “deep flooding” (defined as flood depths of four feet or greater) unless extensive mitigation was provided.

In 2008, City staff began an effort to analyze the underlying data used by FEMA for the 2002 FIRM. The City’s storm drain consultant conducted extensive flood modeling and analysis which was completed in 2009. The analysis revealed that flood depths were lower in the eastern, as well as the northwestern, areas of the City. The City also learned that FEMA regulatory policies allow for construction of non-residential uses in flood zones with flood requirements that protect health and safety, a much less stringent requirement than the City’s policy.

Based on the new data, the City submitted a letter of Map Amendment (LOMA) to FEMA to correct flood depths in the City. New flood depths would allow a significant number of properties to be removed from the 100-year flood zone. FEMA has conditionally accepted the LOMA and is processing and amended FIRM through the Physical Map Revision process; the new map is expected to become effective in January 2012. The City also amended its policy that restricted development in areas of deep flooding.

### Facilities and Infrastructure

In Woodland, stormwater is conveyed from west to east by gravity, through storm mains, culverts, and open channels to three pump stations at the East Main Street Lift Pump Station. Two of the pump stations are located north and one is located south of East Main Street. The four main trunk lines that convey stormwater include Kentucky Avenue, Court Street/Beamer Street, Main Street, and Gibson Street trunk Lines. From there it is pumped into a canal along the south side of the Cache Creek Settling Basin that flows from the Yolo Bypass to the Tule Canal, which feeds into the Sacramento River. Detention basins in various locations in and outside the City assist in dealing with peak storm flows. **Figure 4.3-2** shows the City's drainage areas and major drainage facilities.

The City's stormwater infrastructure includes 84 miles of storm sewer pipe, 14 miles of drainage channel, 1,600 catch basins, 1,874 drain inlets, 161 inverted siphons (bubble-ups), 1,010 storm maintenance holes, 9 detention ponds, and 9 storm water pumps located in 3 storm water pumping stations. Stormwater is not treated before it flows to the Canal and, ultimately, the Sacramento River. The City maintains separate wastewater and stormwater systems.

The City adequately maintains the stormwater system. City staff annually cleans drop inlets and siphons with vacuum trucks, which can clean approximately 1,800 feet of storm drain a day. The City does not have a regular, systematic pipeline maintenance plan; staff responds to and clears blocked pipelines as needed. The City of Woodland uses a truck-mounted closed circuit television system to evaluate sewers and storm drainage pipelines.

Older portions of the City are not directly served by drain inlets and pipes. Runoff is instead conveyed through intersections and gutters to drain inlets. The capacity of drain inlets and pipes is sometimes exceeded due to inundation of large amounts of stormwater from surrounding areas.

The City is in compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater discharges into public waterways. The General Permit requires development and implementation of a Storm Water Management Program (SWMP) that describes and assigns responsibility for best management practices, measurable goals, and time schedules for implementation. The City's SWMP includes 46 measures to help reduce storm drain pollution. The SWMP is expected to reduce the discharge of pollutants to the Maximum Extent Practicable and is required to be fully implemented five years after the General Permit adoption. The City's permit was adopted in 2004; however, its provisions have been administratively extended until a new permit is adopted in 2014.

The City adequately maintains the stormwater system and complies with state and federal requirements at the expense of the general fund. The City storm drain fund is currently operating at a loss. As a result, operations have been reduced to their minimum legal level. The City took a measure to the citizens for increasing storm drainage fees in order to repair needed infrastructure. The measure did not pass. The City will need to identify a funding source for future drainage infrastructure improvements.

**Programs**

The City has a Pollution Prevention Program to reduce pollutant discharges to the sewers and storm drains. This program increases the residential, business, and municipal awareness and practice of pollution prevention methods.

PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

The City of Woodland is in the process of drying out nine former wastewater ponds located south of I-5 and north of the Water Pollution Control Facility to convert them to storm water storage and treatment ponds. The new storm water ponds will hold some storm water that runs off new development during storm events and reduce peak storm water flows.

The City identifies funding in its Capital Improvement Plan (CIP) over the next several years for equipment and infrastructure improvements and upgrades that include the Outfall Channel Outlet, the Yolo Bypass, and the detention ponds. The CIP also includes construction of a new pumping plant, a new Channel to the Yolo Bypass, and potential detention ponds.

The City is partnering with other agencies to maintain City detention ponds and mitigate flooding. The City recently approved a Memorandum of Understanding (MOU) with the Yolo County Resource Conservation District (RCD) to landscape the East Regional and Storz stormwater detention ponds. The City is a member of FloodSAFE Yolo, a pilot program and local and regional effort to develop strategies to mitigate flood threats associated with Lower Cache Creek. The collaborative program is funded and sponsored by the City of Woodland, Yolo County, and the Yolo County Flood Control and Water Conservation District.

The City is attempting to address flooding from Cache Creek that threatens the north and north east sections of the City of Woodland. The 2007 IRWMP identifies measures in the Cache Creek Flood Management Integrated Project to mitigate flooding and provide 200-year level or greater flood protection and levee integrity. The City is also trying to obtain federal and state cooperation to help design, implement, and fund changes.

The City also experiences flooding on the west and south due to surface water runoff from unincorporated areas. The most significant infiltration occurs west of the City at Main Street and Road 98 and southwest of the City at West Street. The City is exploring flooding mitigation options for the area west of town. The City is working with farmers and the Yolo County Flood Control and Water Conservation District to divert storm water from the southwest area into the canal along the south boundary of the City. The City's Storm Drainage Facilities Master Plan proposes to address flooding with improved channels to either convey the water to or around the City. In addition to flooding problems, sediment and chemicals associated with runoff from agricultural land that enters the City's storm drainage system impacts the City's ability to comply with storm water quality regulations.

Any development and urbanization would increase runoff and will require adequate storm drainage facilities improvements. To minimize risks of property damage and potential dangers to residents, the General Plan designates most of the undeveloped land in floodplains for nonresidential purposes or urban reserve. Industrial development is required to incorporate flood protection measures, and any consideration of future development within the urban reserve area will have to address flooding issues. All future development is required to fund and install necessary infrastructure.

The City is adequately planning for ongoing storm drainage needs. The City completed a Storm Drainage Facilities Master Plan in 2006.

DETERMINATION

The City of Woodland is adequately providing municipal storm drainage and planning for areas within the City; however, the City will need to identify a funding source for future infrastructure improvements. The City has adequate stormwater drainage conveyance, detention, and retention capabilities. The current stormwater system infrastructure is adequate to serve the City during most major storm events, though street flooding does occur, and the City is planning for and collaborating on future improvements.

Urbanization of the undeveloped areas would increase stormwater runoff and will require adequate facilities and services. Future stormwater drainage facilities are required to be constructed by developers. The City of Woodland would be the most appropriate stormwater service provider upon development and urbanization within its SOI.

## 4.4 SOLID WASTE

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

The City of Woodland Environmental Services division of the Public Works Department administers the City's refuse and recycling contracts.

### Waste Management, Inc.

The City of Woodland contracts with Waste Management, Inc. (WM) through a waste franchise agreement for municipal, residential, and commercial waste removal services. WM is a private service provider. Private providers are not under the purview of LAFCO, but a general overview will be provided.

WM provides adequate solid waste collection and disposal services to residents. WM collects residential garbage, recycling, and green waste in carts year-round on a weekly basis. Green waste street pick-up is provided on a monthly basis for nine months of the year and on a weekly basis during the three-month lead-drop season. WM also provides weekly street sweeping services.

WM provides solid waste collection services under an exclusive franchise agreement with the City. WM bills residents for the service.

WM hauls solid waste to the Yolo County Central Landfill (YCCL), a County owned and maintained facility. The City contributes approximately 25 percent of total tonnage disposed at the YCCL.

The City is in compliance with AB939 solid waste diversion requirements. AB 939 is the California Solid Waste Management Act. This legislation required cities to divert 50 percent of their waste from the landfills by 2000 (and successive years) or be fined up to $10,000 per day for non-compliance. For the most recent reporting year, 2005/2006, the available data for Woodland showed diversion of only 48 percent of the total documented waste stream; however, the California Integrated Waste Management Board, which oversees compliance of AB939, gave Woodland a "good faith effort" designation. The City was not assessed a penalty.

The City is in compliance with SB 1016 per capita disposal requirements. SB1016 builds upon AB 939 by implementing a simplified and timely indicator of jurisdiction performance that focuses on reported disposal at disposal facilities. Target per capita disposal rates are designed to meet the 50 percent diversion rate. The state compares reported disposal tons to population to calculate per capita disposal expressed in pounds per person per day. The disposal rate is the amount of garbage being generated. For 2009, the most recent reporting year, the City of Woodland had a calculated disposal rate of 4.9 pounds per person per day and 13.5 pounds per employee per day. The State's target amount is 5.7 and 14.5 respectively. The City's disposal rates are within the State's target amounts.

### PLANNED LEVEL OF SERVICE AND INFRASTRUCTURE

The City does not anticipate any changes in the contract with WM that would significantly or adversely affect the provision of solid waste services within the City; however, the City is considering the possibility of requiring all green waste collected in carts in the future, rather than placed in the street for removal, because of increasing state mandates for the protection of storm water quality. Any increases in solid waste generation are to be handled by the solid waste services contractor. The City and WM do not foresee any service issues within the next 10-20 years.

### DETERMINATION

The City of Woodland contracts with Waste Management Inc., a private waste management provider, to provide all solid waste services to the City. Solid waste services provided by WM are adequate. The City does not anticipate any changes that would significantly affect solid waste services within the City. Any increases in solid waste generation are to be handled by the WM. The City does not currently foresee any service issues within the next 20 years.

## 4.5 CIRCULATION AND ROADWAYS

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

The City of Woodland Infrastructure Division in the Public Works Department provides circulation and roadway services in the City. City staff is responsible for maintaining and repairing the City's circulation system, street lights, street signs, traffic, and transit.

### Roadways

City Roadways

The City of Woodland's roadway system and traffic conditions are adequate; however the roadways are not maintained at minimum General Plan standards. The City of Woodland maintains approximately 177 miles of road, 62 signalized intersections, 9 smart crosswalks, and several flashing beacons.

City roads are classified according to function. The City contains principal arterials, minor arterials, collectors, and local roads and streets. Principal arterials represent freeways and expressways. Principal arterials connect to minor arterials. Minor arterials connect to Collectors. Collectors connect to local roads and streets, which provide direct property access. The City does not maintain principal arterials.

The City tracks the current condition of public streets within the City using a computerized Pavement Management System (PMS). This program includes a database of all City streets and their condition based on field inspections for each street. The City inspects arterial streets every year and local and collector streets every three to four years. This system is used to determine if repairs are needed and to organize routine maintenance schedules.

The City roadways are generally in fair to good condition. The City's objective is to maintain a minimum average Pavement Condition Index (PCI) of 70 for local and collector streets and 75 for arterials. The PCI is based on a scale of 1 to 100 (with 100 representing excellent pavement condition). The current PCI rating for local and collector streets in the City is 66 and the rating for arterial streets is 68. Both ratings are below the City's minimum rating goals. Additional transportation funding would be required to attain the minimum average PCI.

The City provides ongoing roadway rehabilitation to maintain the current street system. The City's street maintenance program includes base failure repair, crack sealing, patch paving, and seal coats. The City typically concentrates its efforts in one portion of the City each year for efficient operations. Road overlays and reconstruction projects are contracted out through a competitive bidding process. City crews perform preparatory work. The City currently has a half cent sales tax from which the pavement program is supposed to receive approximately $2.5 million per year; however, due to budget restrictions, the pavement program has not been receiving all of its allocation. This program is funded through Measure E, which has enabled significant roadway improvements. Measure E is scheduled to expire in 2018.

Nearly all City streets meet General Plan Level of Service Roadway standards. According to City staff, current traffic studies suggest that City streets are within the General Plan Level of Service (LOS) guidelines with the exception of a few locations that currently have planned capital projects. Level of Service is a way of measuring traffic conditions with "A" being the best rating and "F" the worst. The General Plan establishes LOS C or better as the roadway standard for most areas and LOS D or better for areas that are within a half mile of state or federal highways and freeways and within the Downtown Specific Plan Area.

### Bicycle Transportation

The City's bicycle network planning is provided by the Community Development Department. Bicycle facilities are maintained by the Public Works Department. The City contains approximately 7.2 miles of Class I bike paths, 34 road miles of Class II bike lanes, and 19 road miles of Class III bike routes.

The City's bicycle network provides a range of bikeway facilities; however, the majority as, prescribed by the General Plan, are Class II. According to the City General Plan, the City shall promote Class II bikeways as the preferred facility in areas with developed roadways. The City has more Class II bikeways than Class I bike paths and Class III bike routes combined. Class II bikeways are collocated along City roadways; a white line separates the bike lane from the roadway. Class I bike paths consist of bikeways with exclusive right of way and minimized motorist cross flow. Class III bike routes are shared with vehicles or pedestrians and bicycle usage is considered secondary.

The City, in its Street 2002 Master Plan Update, proposes 6.88 miles of Class I bike paths, 17.15 miles of Class II bike lanes, and 9.42 miles of Class III bike routes. Future development is expected to contribute one quarter mile of Class I bike paths and 4.7 miles of Class II bike lanes. Bikeways in the urban limit areas add 6.8 miles of Class I bike paths, 7.4 miles of Class II bike lanes, and 1 mile of Class III bike routes. **Table 4.5-1** identifies the number of current and projected bikeway facilities.

**TABLE 4.5-1**
**BIKEWAY FACILITIES (MILES)**

| | Current City Limits | Future Development | Proposed City Improvements* | Urban Limit Area | Total |
|---|---|---|---|---|---|
| Class I | 7.2 | .25 | 6.88 | 6.8 | **21.13** |
| Class II | 34 | 4.7 | 17.15 | 7.4 | **63.25** |
| Class III | 19 | 0 | 9.42 | 1 | **29.42** |

*Numbers recalculated by staff per the appendices

The Cities of Woodland and Davis and the County of Yolo, with some input from UC Davis, are currently partnering on a feasibility study of possible alternative routes for a multi-use, off-road path for bicycles and pedestrians.

**Transit System**

The City receives adequate public transit service. The City of Woodland currently provides a portion of funding to the Yolo County Transportation District (YCTD), which operates YOLOBUS. YOLOBUS operates local and intercity bus service in Yolo County and neighboring areas. YOLOBUS has four regular service routes in Woodland, one commute service route from Woodland to Davis, and an express service route from Woodland to Sacramento. The City of Woodland provided approximately 6 percent of YCTD's total funding in Fiscal Year 2009/2010.

**Streetscape**

The Infrastructure Division of the Public Works Department manages City street light and tree services.

Street Lighting

There are approximately 3,200 street lights in the City of Woodland. Most street lights are owned and maintained by the City; approximately 368 are owned, maintained, and operated by Pacific Gas & Electric (PG&E). The City is responsible for paying costs of operating City- and PG&E-owned lights. These costs are paid using fees collected via gas taxes or through lighting and landscaping (L&L) district assessments. Residents pay a flat rate for each light based on the wattage.

Street lighting services are generally adequate; however, several street lighting systems are outdated, unreliable, and inefficient. Some of the street lights in older sections of town are on circuits that are wired (underground) in series. The infrastructure associated with these street lighting systems is breaking down. A break can pose a safety hazard to citizens and utility crews due to the potential high voltage that is associated with this type of lighting. Additionally, there are several areas in the older parts with no mid-block lighting, which can be a security and safety hazard. There are three circuits with about 75 street lights that need to be replaced. A recent project removed all the hazardous "series" wiring on Main Street. The City has been applying for grant funding to replace one of the circuits.

The City is actively pursuing converting a portion of the street lights to LED. Each light installed should reduce energy costs by about 50 percent. Additionally, street light maintenance costs will be reduced because LED fixtures last two to three times longer than the current fixtures. The City has already replaced 100 lights that are in L&L

districts. The City is planning to replace about 1,000 street lights with LED lights as part of the federal government's Economic Stimulus Energy Grant (EECBG).

Trees

The City's tree maintenance services are adequate, but they have been cut back to a minimal level. The City maintains approximately 11,523 street trees and 3,100 trees in parks, greenbelts, and parking lots. All trees are maintained by two full-time staff members with an annual pruning budget of $30,000, which represents a 78-percent reduction from the previous year. The current level of funding will result in a reduction of the preferred seven-year cyclical pruning cycle standard. Maintenance includes planting, pruning, integrated pest management, replacement, and care. The City also administers a tree rebate program. The Parks and Recreation Commission serves as the City's Tree Commission.

PLANNED LEVEL OF SERVICE AND INFRASTRUCTURE

The City of Woodland Street Master Plan is an effort to implement major roadway improvement recommendations of the General Plan's Circulation Element. The Major Projects Financing Plan (MPFP) identifies road improvements and related costs associated with new development needed to support the City's General Plan buildout. Development Impact Fees are based on the MPFP. The City prioritizes overall projects and funding to support circulation and roadway infrastructure over a ten-year period through its Capital Improvement Program (CIP), which should be consistent with development and financing plans of the City.

The City is planning several major roadway improvements to facilitate traffic flow in and around the City. Interchange improvements are underway for I-5 and CR 102 that will include construction of a southbound I-5 onramp and widening of CR 102 to six lanes from the onramp south to Maxwell Avenue. The City is in the second phase of its freeway to freeway connector project, which will connect northbound I-5 to southbound 113 to alleviate traffic on local roads. The City is continuing work on realignment of Lemen Avenue and North Street and related improvements. The City is also planning the widening of Kentucky Avenue and Main Street.

The City is planning to improve roadway circulation through improved signaling and installation of additional traffic signals. The City will install software and hardware on Main Street traffic signals to improve the timing of street signals and allow for smoother traffic flow that will accommodate increased traffic. Signal enhancements on other major corridors will help the overall traffic signal system. The City will also install new street signals throughout the City to accommodate growth and development.

The City tracks roadways that require rehabilitation and maintenance through its Pavement Management System (PMS) database. The City's CIP prioritizes work for roads identified through this system based on roadway conditions, funding availability, traffic patterns, and the type of treatment that is required. Approximately ten roadway rehabilitation and/or maintenance projects are identified in the CIP.

The City is working to update its Bikeway Master Plan. The City plans to update this study every five years in conjunction with General Plan updates to be eligible for Sacramento Area Council of Governments (SACOG) bicycle and pedestrian project funding. The Master Plan will also promote a balanced and interconnected bicycle system. The City is trying to obtain funding to do a Yolo County bikeway feasibility study for construction of an alternative transportation corridor between Woodland and Davis.

The City is not projected to meet General Plan Level of Service (LOS) roadway standards under estimated 2020 conditions. Though the City's goal is to maintain a minimum LOS D, the City includes roadways that have classifications of LOS E. **Table 4.5-2** provides service capacity estimates (LOS A through E) for Woodland's four roadway classifications.

**TABLE 4.5-2**
**PEAK HOUR ROADWAY SEGMENT CAPACITIES BY FUNCTIONAL CLASSIFICATION AND LOS**

| Functional Classification | Lanes | Roadway Segment Capacity | | | | |
|---|---|---|---|---|---|---|
| | | LOS A | LOS B | LOS C | LOS D | LOS E |
| Principal Arterial | 2 | N/A | N/A | 1,280 | 2,080 | 2,320 |
| | 4 | N/A | N/A | 2,450 | 4,390 | 4,780 |
| | 6 | N/A | N/A | 4,100 | 6,730 | 7,250 |
| Minor Arterial | 2 | N/A | N/A | 1,090 | 1,890 | 2,150 |
| | 4 | N/A | N/A | 2,270 | 4,000 | 4,450 |
| Collector | 2 | N/A | 630 | 920 | 1,040 | 1,110 |
| | 4 | N/A | 1,370 | 1,960 | 2,140 | 2,280 |
| Local Street | 2 | N/A | N/A | 450 | 600 | 660 |
| Table 1: City of Woodland Street Master Plan (page 3) | | | | | | |

City staff estimates that a number of existing intersections and street segments will not be able to meet GP LOS standards based on projected growth and the shortage of available right of way corridors.

Future growth will require development of new roadways and widening and improvements of existing roadways. Development is expected to pay for the improvement and construction of facilities to ensure adequate roadways and circulation in the City.

DETERMINATION

The City of Woodland is currently providing adequate roadway and circulation services to residents within the City. The City tracks current roadway conditions to determine which roadways require maintenance services. The current level of funding is limiting the provision of roadway maintenance services, although Measure E has enabled some significant roadway improvements. Although the current circulation infrastructure is adequate to serve existing users, it does not meet the City's own service goals. Future roadways in new developments are required to be constructed by developers to provide adequate circulation service.

## 4.6 LIBRARY

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

The Woodland Public Library provides library services for the City. The Library is responsible for providing the public free access to printed and electronic materials and information.

### Background

The Woodland Public Library was established as a municipal library in 1891. The City of Woodland is the only area outside of the Yolo County Free Library System in Yolo County.

The Woodland Public Library has entered into contracts with the County for shared library services in the past. The Yolo County Library System was established on July 12, 1910, when the Yolo County Board of Supervisors entered into an agreement with the Woodland Free Public Library of the City of Woodland to assume the functions of a County Library in Yolo County. The contract was terminated in 1915. In 1978, the Woodland City Council approved a Joint Powers Agreement between the City and the County for library services. On July 10, 1979, the citizens of Woodland voted to cancel the Joint Powers Agreement between the City and the County for the County operation of the Woodland Branch Library. The measure stated that the City “shall own and operate the [Woodland Library] to the extent permitted by law, without occupancy by financial or other participation or involvement of the County of Yolo.” The effective date of cancellation of the Joint Powers Agreement was July 27, 1979.

### Facilities

The Woodland Public Library facility is not adequate for providing library service. The General Plan guidelines recommend 507 square feet of space per 1,000 people served or 29,045 square feet. The Library is currently 23,000 square feet, which is approximately eighty percent of the General Plan’s goal. The General Plan also recommends 400 square feet of office space per administrative/supervisory employee. The City is meeting this requirement as the City Library Services Director is the only administrative employee. A second supervisory position has not been filled.

### Services

The Library provides library materials, resources, and programs to residents in the City of Woodland and beyond.

The Woodland Public Library, compared to other public libraries with similar profiles, is deficient in one-third of the categories presented in statewide Key Ratios and

Performance Indicators. **Table 4.6-1** includes service ratios and indicators for Woodland and four other public libraries that have one library within their boundaries and a similar population. Average service ratios and indicators have also been calculated for the five libraries in the table. Out of twenty-one factors, the Woodland Public Library is below the average in seven areas: total square footage per capita, staff full time employees per 1,000 circulation, percentage of operating expenditures on staff, total materials available per capita, audio materials per capita, reference questions per capita, and number of internet terminals per 1,000 population.

**TABLE 4.6-1**
**2009 KEY RATIOS AND PERFORMANCE INDICATORS***

| State Library Statistics | Covina Public Library | Glendora Public Library | Lodi Public Library | Tulare Public Library | Woodland Public Library | Average | Variation |
|---|---|---|---|---|---|---|---|
| Population | 49,541 | 52,474 | 63,313 | 58,506 | 56,399 | -- | -- |
| Total Square Footage Per Capita | 0.4066 | 0.5717 | 0.4857 | 0.2222 | 0.4078 | 0.4188 | -0.01 |
| Visits Per Capita | 5.9 | 5.3 | -- | 2.47 | 4.66 | 4.5825 | 0.08 |
| Hours Open Per 100 Population | 4.36 | 5.08 | 4.44 | 4.86 | 4.96 | 4.74 | 0.22 |
| Staff FTE's per 1,000 Served | 0.4622 | 0.6301 | 0.3755 | 0.4726 | 0.6096 | 0.51 | 0.10 |
| Staff FTE's per 1,000 Circulation | 0.089 | 0.0673 | 0.0915 | 0.0497 | 0.0479 | 0.06908 | -0.02 |
| Staff FTE's per 1,000 Reference Transactions | 0.4573 | 0.6048 | 0.0915 | 0.3569 | 1.0779 | 0.51768 | 0.57 |
| % of Operating Expenditures on Collection | 10.33% | 13.37% | 11.41% | 15.35% | 13.33% | 12.76% | .01 |
| % Operating Expenditures on Staff | 70.12% | 65.66% | 80.30% | 42.22% | 61.08% | 63.88% | -2.80% |
| % of Collection Expenditures on Print Materials | 55.49% | 51% | 75.27% | 86.15% | 68.09% | 67.20% | 0.89 |
| Total Materials Available Per Capita | 2.0778 | 2.9242 | 2.141 | 1.9743 | 1.7992 | 2.1833 | -0.38 |
| Audio Materials Per 1,000 Served | 142 | 230 | 81 | 358 | 195 | 201.2 | -6.20 |
| Video Materials Per 1,000 Served | 128 | 185 | 56 | 148 | 193 | 142 | 51 |
| Books Per 1,000 Served | 3,006 | 2,563 | 2,364 | 4,236 | 3,184 | 3,071 | 113.40 |
| Subscriptions per 1,000 Served | 5.13 | 5.57 | 4.84 | 6.35 | 7.56 | 5.89 | 1.67 |
| Circulation Per Capita | 3.29 | 7.97 | 3.47 | 3.35 | 6.24 | 4.864 | 1.38 |
| Circulation Per Holding | 1.5821 | 2.7265 | 1.6209 | 1.6977 | 3.4663 | 2.22 | 1.25 |
| Library Program Attendance Per 1,000 Served | 88 | 484 | 136 | 42 | 395 | 229 | 166 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Reference Questions Per Capita | 0.64 | 0.89 | 0.24 | 0.47 | 0.28 | 0.504 | -0.22 |
| Operating Income from Local Government per Capita | $26.36 | 39.76 | 23.11 | 14.42 | 30.96 | $26.92 | $4.04 |
| Internet Terminals per 1,000 Population | 0.7469 | 0.2859 | 0.3159 | 0.1367 | 0.3192 | 0.36092 | -0.04 |
| PAC Use Per Capita | 0.49 | 0.7 | 0.61 | 0.34 | 0.77 | 0.582 | 0.19 |

*Fiscal Year 2008-2009

The Woodland Public Library is meeting established General Plan guidelines for number of volumes. The General Plan standard is 1,800 volumes per 1,000 population. According to the previous table, the library has 3,184 books per 1,000 served, which is approximately 77-percent more than the standard. The General Plan Guidelines also recommend an annual acquisition rate of 200 volumes per 1,000 population. Though the library doesn't track data this way, the Library Services Director estimates that they are close.

### Library System

The City contracts with the Sacramento Public Library for expanded circulation service and technical administration of the Library's catalog. The Woodland Public Library uses the Millennium Database catalog system, contracted to them by the Sacramento Public Library, which provides Library staff and patrons access to the online public access catalog (OPAC) including the collection of the Sacramento Public Library and its partners. This arrangement provides the Woodland Public Library patrons access to a larger amount of materials. The Woodland Public Library also borrows materials from outside library systems (interlibrary loans) and purchases materials for internal use, such as journals, articles, test books, etc.

The State provides reimbursement to local libraries for a portion of the costs they incur when they lend material from one library to another as a result of a user request for the item. The Transaction Based Reimbursement (TBR) that the Woodland Public Library receives typically provides a substantial stream of revenue; however, the Library is lending fewer materials because it is buying fewer popular titles. This revenue (150,000 – 170,000 annually) funds a portion of the Library's materials budget.

### Programs

The City provides and administers the Woodland Public Library Literacy Service program. The program provides one-on-one tutoring for adult learners in reading, writing, and comprehension skills. The program is administered by one part-time literacy coordinator, one part-time staff member, and sixty-five volunteers. The program receives funding from the Woodland Literacy Council, the Woodland Joint

Unified School District, the California State Library, the Yolo County Sheriff's Department, the Woodland Library Board, and the City of Woodland.

## Governance

A Library Services Director administers the day to day operations of the Library. The City Council appoints a five member library board of trustees to manage and administer the Library. Trustees serve three-year terms. Meetings are held twice a month (on the first and third Thursdays at 4:00 p.m.) in the Leake Conference Room of the Woodland Public Library, located at 250 First Street in Woodland.

PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

The Woodland Capital Improvement Program included a 10,000 square foot library expansion. This project has been set aside because of funding and concerns with on-going operational costs associated with additional staffing. No other capital improvements are scheduled for the Library. Regular annual funding allocations are identified in the Capital Improvement Program for Library Material Collection and one-time funding is identified for a Library Automation Project in 2013-14.

On February 9, 2010, the Woodland City Council adopted a resolution to place a quarter-cent sales tax increase on the June statewide primary election ballot with advisory measures guiding the allocation of resulting sales tax revenue. One of the advisory measures proposed a 30% allocation to the Woodland Public Library to restore library operating hours to 54 hours per week and provide circulation materials, literacy programs, educational activities, and other community events. The sales tax went into effect on October 1, 2010. Library hours were extended from 40 to 44 hours per week soon after. The Library Services Director anticipates receiving funds from the sales tax increase in the current fiscal year.

Prior to the tax increase, the City had considered other options for service sustainability and efficiency. The Library Trustees discussed the following reorganization options: form an independent Library, contract with the Sacramento Public Library for administrative operations, combine the City Library and Recreation Departments, contract or outsource services to a private provider, join the County Library, or contract with the County Library.

Combining services with the County Library would require voter consent. The 1979 measure that approved cancellation of the Joint Powers Agreement between the City and County also specified that the City Library remain functionally separate from the County Library. Combining the City and County Libraries through a contract or boundary change might require the City to put the question on a ballot for the City of Woodland voters to reverse the previous decision.

DETERMINATION

There are no set industry standards for library service; however, the practices and standards of other similar or nearby libraries provide some context for general or accepted levels of service. The Woodland Public Library, compared to other public libraries with similar profiles, is below average in one-third of the categories presented in statewide key ratios and performance indicators for libraries throughout the state. The allocation of funds from a proposed half-cent sales tax on the June ballot will help improve library hours and funding to provide circulation materials, literacy programs, educational activities, and other community events.

## 4.7 PARKS AND RECREATION

The City of Woodland Parks and Recreation Department administers parks and recreation services in the City.

CURRENT LEVEL OF SERVICE AND INFRASTRUCTURE

### Parks and Facilities

The City of Woodland maintains an adequate number and range of park and recreation facilities for its residents. The City has 11 neighborhood parks, 5 community parks, 9 community sports parks, 3 open space parks, and a half-acre greenbelt. The parks have a variety of facilities including play areas, picnic areas, tennis courts, horse shoe pits, basketball courts, and other amenities. **Table 4.7-1** below lists the City's parks, park types, facilities, and acreage. **Figure 4.7-1** shows the City's parkland.

**TABLE 4.7-1**
**PARK FACILITIES AND ACREAGE**

| No. | City Parks and Facilities: | Neighborhood | Community | Community Sports Park | Open Space | Undeveloped |
|---|---|---|---|---|---|---|
| 1. | Beamer Park | 2.18 | | | | |
| 2. | Buchignani Little League | | | 1.5 | | |
| 3. | Camarena Little League | | | 3.5 | | |
| 4. | Campbell Park | 6.65 | | | | |
| 5. | Christiansen Park | 3.40 | | | | |
| 6. | City Park | 3.92 | | | | |
| 7. | Clark field | | | 3.4 | | |
| 8. | Cline Park | | | | 4.4 | |
| 9. | Crawford Park | | 10 | | | |
| 10. | Douglass Park/Pond | | | 15 | | |
| 11. | Everman Park | 3.39 | | | | |
| 12. | Freeman Park | 2.25 | | | | |
| 13. | Harris Field | | | 3.05 | | |
| 14. | Harris Park | 3.06 | | | | |
| 15. | Jack Slaven Park | 8.00 | | | | |
| 16. | John Ferns Park | | 10 | | | |
| 17. | Klenhard Park | | | 7 | | |
| 18. | Pioneer Park | | 10 | | | |
| 19. | Regional Park | | | | | 160 |
| 20. | Roddy Park | 0.48 | | | | |
| 21. | Schneider Park | | | | 3.85 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 22. | Southland Park | 2.67 | | | | |
| 23. | Storz Soccer Field | | | | | 13.8 |
| 24. | Streng Park Pond | | | 2.2 | | |
| 25. | Traynham Park | 3.2 | | | | |
| 26. | Tredway Park | | | | 1.57 | |
| 27. | Woodland Cemetery | | | | 22 | |
| 28. | Woodland Community and Senior Center | | 10 | | | |
| 29. | Woodland Community Sports Park | | | 15 | | 15 |
| 30. | Woodland Community Swim Center | | | 3.4 | | |
| 31. | Woodland West Greenbelt | 0.5 acres: not included toward parkland acreage, however, does fit into general plan goals. | | | | |
| 32. | Woodside Park | | 10 | | | |
| | TOTAL | | | | | |
| TOTAL | | 39.2 | 50 | 54.05 | 31.82 | 188.8 |

The City is meeting its General Plan park acreage standards. The Woodland General Plan park standard is six acres of parks per 1,000 population (5.A.2.). Based on the prescribed ratio, the minimum required acreage is 344 acres. The City contains approximately 175.07 acres of developed parks and 188.8 acres of undeveloped parkland for a total of 363.87 acres of parkland. The City has 19.87 acres of parkland over what the General Plan requires.

The City is meeting or exceeding the current General Plan parkland standards for parkland types. The City's goal is to provide 10-15 acres of neighborhood parks, 20-50 acres of community parks, and three to 30 acres of sports parks. The City has 39.2 acres of neighborhood parks, 50 acres of community parks, and 54.05 acres of sports parks.

Park facilities are generally sufficient, but do not always meet demand. City staff indicated that demand can be difficult to meet during peak periods, which include weekday evenings and seasonal weekends. The City has tried to address demand through scheduling and collaboration among users. Facilities, such as athletic fields, are extensively used and demand sometimes exceeds capacity during the sports season; the community has expressed the need for additional athletic fields. Unfortunately, the

City is finding it financially challenging to regularly maintain, upgrade, replace, and construct its facilities as indicated in the 10-Year Capital program.

The City provides a range of recreation programs and services for kids, teenagers, adults, and seniors. Programs include out-of-town trips, youth and adult sports, day camps, classes, swimming programs, and special community events. City staff anticipates that senior and youth recreation services will need to be increased due to the aging population and to provide positive alternatives for youth.

### Staffing

The Parks and Recreation Divisions are not meeting the General Plan standard of one employee per 10 acres of park maintenance. As of January 2011, the Division will have seven full-time staff members, including three parks supervisors, three maintenance workers, and one pool technician. The Recreation Division has eight full-time staff members, including four supervisors, two administrators, and two facility maintenance workers. The City has one employee per 23 acres of parkland. Excluding undeveloped parks, which do not contain facilities, the City has one employee per 11 ½-acres of parkland.

Management of the Parks and Recreation Department has recently been undergoing reorganization. The Parks Division of the Parks and Recreation Department has been reassigned to the Public Works Department; the Recreation Division, for the interim, is organized under the Police Department. The Parks and Recreation Divisions report to a seven-member Parks and Recreation Commission, which makes advisory recommendations to the City Council.

#### PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

The City continues to plan for additional parkland and facilities to accommodate additional growth and meet the needs of the community. The City has developed some of the parks and facilities identified in the 2004 Parks Master Plan Update; however, additional parks and facilities will be required through 2020. The Plan indicates a need to build the second phase of the community center, one swim center, nine neighborhood parks, four community sports parks, and an eighteen-hole golf course. One neighborhood park, Jack Slaven Park, was completed in 2010. The City identifies funding for three of the neighborhood parks and one community park in its Capital Improvement Program.

#### DETERMINATION

The City of Woodland maintains an adequate number and range of parks, recreation facilities, and community services; however, some facilities cannot meet peak demands. The City has sufficient park acreage and parkland types. Park facilities are generally sufficient, but are in high demand during weekday evenings and seasonal weekends. The demand for facilities, such as athletic fields, sometimes exceeds capacity during the sports season.

The City has undergone significant structural changes in its Parks and Recreation Department, which has reduced service levels and affected its ability to meet prescribed standards. The ratio of employees to park acreage is not sufficient and does not meet minimum General Plan standards; however, City staff believes the overall management structure of the City is sufficient to account for necessary services and maintain a basic level of operations in an efficient and effective manner.

The City is planning for the improvement and construction of additional parks and recreational facilities to meet future demands. The City continues to plan for maintenance, upgrades, replacement, and construction of new parks and facilities, as necessary, through its Capital Improvement Program and Master Plan.

## 4.8 LAW ENFORCEMENT

The City of Woodland Police Department provides law enforcement services in the City of Woodland.

The Police Department provides comprehensive law enforcement services, which include emergency 911 Dispatch and response, community patrol, traffic, major accident investigation, parking enforcement, crime investigation, and crime prevention.

### Background

The Police Department has three divisions that provide law enforcement services. These consist of the Administration, Operations, and Special Operations Divisions. The Support services functions as its own Division and provides support to the other divisions.

The Administration Division provides overall management and direction of the department, specifically recruitment, planning, financial management, media relations, internal investigations, and crime intelligence and analysis. The Chief's administrative staff is composed of an Administrative Sergeant, Administrative Secretary, Management Analyst, and Information Systems Specialist. The Chief of Police, along with his administrative staff, is responsible for administration of the Police Department.

The Operations Division includes Patrol, Traffic, Parking Enforcement, Strategic Operations, and various specialty assignments. Specialty assignments include bike patrol, honor guard, SWAT, crisis negotiation, and K-9 patrol. The Operations Division is headed by a Captain and two Patrol Lieutenants.

The Special Operations Division, headed by an investigations Lieutenant, includes the Investigations and Gang Suppression Units, participation on a regional narcotics team, and a School Resources Officer. The Unit's primary responsibility is the investigation of criminal cases. The Investigations Unit consists of one Detective Sergeant, six Detectives, a Community Service Officer (CSO), and a part-time Domestic Violence Advocate. The Gang Suppression Unit focuses on gang investigation and prevention and consists of a Gang Task Force Sergeant and two Gang Task Force Officers. The Special Operations Division also oversees the School Resource Officer (SRO) program and participation in the Yolo County Narcotics Enforcement Team (YONET). The Police Department assigns one officer to YONET, a countywide task force that works to diminish illegal drugs in Yolo County. The Woodland Department also provides two sworn officers to the Woodland Joint Unified School District to encourage attendance and promote safety on school campuses.

Support Services include records management, property and evidence collection and management, warrant receipt and processing, crime analysis, crime prevention, and volunteer coordination.

Volunteers provide limited service and support to the Police Department. The Administrative Sergeant currently oversees the Department's volunteer program, which consists of four volunteers. Volunteers assist in the Records and Crime Analysis Units. The volunteer program has recently been scaled back due to budget cuts; fewer officers are available to provide direction and management. In the past, volunteers had assisted with towing vehicles, washing patrol vehicles, and special events.

The Police Department maintains mutual aid agreements with other agencies to provide and receive support when needed. Besides YONET and YECA, the Department has an agreement with the Woodland Joint Unified School District and the Yolo County School District for work in the School Resource Officer Program. The Department also has agreements with other law enforcement agencies for back up and support.

### Staffing

The Police Department provides adequate law enforcement services, although the Department is having difficulty meeting prescribed standards due to reduced staffing. The Department is currently staffed with 66 sworn officers (which include two K-9 dogs) and 19 support employees. The Patrol Division operates three shifts per day, which typically consist of one supervisor and four sworn officers during the week and the addition of one sworn officer on the weekends.

The City appears to have a low level of police officers per thousand population. The City has a current staffing ratio of 1.15 police officers per 1,000 residents, lower than the West Coast/Regional staffing ratio of 1.3 officers per 1,000 residents. Although there is not one set industry standard for sworn police officer staffing, the West Coast/Regional staffing ratio provides a general benchmark and means for comparison between other jurisdictions. Compared to the other three cities in the County, City of Woodland staffing ratios are lower than the City's of West Sacramento and Davis. The City of Woodland has set its own law enforcement goals relative to local conditions and demands for service.

The City has a low level of "unobligated patrol time" available to further community policing activities. The General Plan Level of Service Guidelines establish a minimum 50 percent of unobligated patrol time per shift. Unobligated patrol time allows officers to work and be more visible in a community and provide routine patrol rather than respond to calls, fill out paperwork, attend court hearings, etc. According to the Police Chief, the last workload study that was performed demonstrated a much lower percentage of uncommitted time than 50 percent; as unobligated time is reduced the ability for officers to participate in proactive activities such as Community Oriented Policing is also reduced.

The City is exceeding the General Plan guidelines for average number of calls per officer per day. In 2009, the Department responded to 32,488 calls for service or an average

89 calls per day. With a minimum staffing of 4 officers per shift and three shifts per day, there are 12 officers per day to respond to 89 calls for service per day or 7.4 calls per officer. This exceeds the General Plan's maximum goal of seven calls for service per day per patrol officer.

The Department is not meeting the majority of General Plan average response time goals. In 2009, Priority 1 and 2 calls were over average response time guidelines by approximately one quarter and one tenth of a minute, respectively. Priority 3 calls were nearly 1 minute over. Priority 4 and 5 calls were well within response time guidelines. Priority 1 calls constitute major crimes or events in progress that threaten life or property. Priority 2 calls constitute minor crimes or events in progress or within 10 minutes where there is concern for a victim's mental or physical welfare. Priority 3 calls are major crimes or events that are not in progress, but evidence might be recovered or potential for solving a crime might increase within a given response time. Priority 4 calls are Priority 2 calls that were downgraded or revisited. Priority 5 calls represent service calls that do not meet the criteria in the previous priority classifications. According to the Police Chief, the short response times associated with these types of calls might be due to direct reports of crime or events to the police station. General police response times have become longer due to reductions in staffing.

**TABLE 4.8-1**
**2009 AVERAGE POLICE RESPONSE TIMES**

| Priority | Class of Crime | Dispatch/Response | Guideline | Actual |
|---|---|---|---|---|
| Priority 1 | Major Crimes | Dispatch time | 1 minute | 00:55 |
| | | Police Response Time | 4 minutes | 4:14 |
| Priority 2 | Major Crimes | Dispatch time | 1 minute | 2:41 |
| | | Police Response Time | 5 minutes | 5:06 |
| Priority 3 | Major Crimes Cold | Dispatch time | 15 minutes | 10:30 |
| | | Police Response Time | 10 minutes | 10:57 |
| Priority 4 | Minor Crime Cold | Dispatch time | 30 minutes | 15:07 |
| | | Police Response Time | 10 minutes | 6:34 |
| Priority 5 | Service Calls | Dispatch time | 35 minutes | 6:55 |
| | | Police Response Time | 10 minutes | 1:03 |

Dispatch time and police response depend on the number of officers that are available to respond at any given time. The Chief points out that calls may overlap and/or require multiple units to respond, reducing the number of available officers for each call and their ability to respond to incidents in a short amount of time. Response time and availability is further reduced if officers are aiding other law enforcement agencies.

The City has an adequate number of investigators to respond to Part I crimes. In 2009, the City experienced 1,715 Part I crimes. The highest demand for police service, respectively, comes from property crime (theft and burglary), auto theft, aggravated assault, robbery, arson, rape, and homicide. According to the General Plan, the ratio of Part I crimes should not exceed an average of two per day for each assigned investigator. The City has 8 full-time investigators (6 detectives and 2 gang investigators). According to the Total 2009 Part I Crimes in the table below, there is an average of 5 Part I crimes per day in the City. The ratio of crimes to investigators does not exceed the recommended General Plan average. The number of Part I crimes per 1,000 is lower than the City of West Sacramento, but higher than the other three Yolo County cities.

### Facilities and Equipment

The current City of Woodland Police Facility is adequate for providing law enforcement services. The Department operates out of one facility occupying a 3.2-acre City block located at Lincoln Avenue. The 54,000 square foot facility is comprised of two buildings. The main building is a 43,000 square foot two-story structure that houses Records, Patrol, Investigations, Traffic, Administrative Services, City and Police Information Systems, and Command. The second building is an 11,000 square-foot structure that functions as a service facility; it contains a kennel, traffic bay, bicycle bay, Special Weapons and Tactics (SWAT) and Crisis Negotiation Team (CNT) bay, general storage, hazmat, vehicle impound, and in a half basement, an indoor range, ammunition storage, armory and classroom. According to General Plan guidelines, there should be 315 square feet of building space per employee. The Police Department has sufficient office space to accommodate the current level of staffing. In addition to Police Department personnel and equipment, the Facility also houses the City Information Systems (IS) Department personnel and equipment.

The Police Department has sufficient vehicles and equipment to provide law enforcement services. According to the General Plan Level of Service (LOS) guidelines, the Department should have the following:

**TABLE 4.8-2**
**LOS GUIDELINES AND ACTUAL VEHICLES AND EQUIPMENT**

| General Plan Guidelines | Guidelines | Actual |
|---|---|---|
| One patrol vehicle/two patrol positions | 21 patrol vehicles | 23 marked vehicles |
| One plain sedan/2 investigative, support or admin positions (non sworn personnel) | 16.5 | 18 unmarked vehicles |
| One I.D. van and ID equipment/52 sworn personnel | 1.27 ID | 1 ID Van and Equipment |
| One K-9 Unit/26 sworn officers* | 2.46 K-9 units | 2 K-9 Units |
| One portable radio, leather gear, weapon, and vest for every new sworn officer | One portable radio, leather gear, weapon, and vest for every new sworn officer | One portable radio, leather gear, weapon, and vest for every new sworn officer |

*does not include 2 k-9 units

### PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

The City's projected growth will place additional demands on the City's Police Department for law enforcement services. Additional staff and resources will need to be added to provide adequate police services. It is anticipated that the current level of service will be maintained as the City grows.

According to the City's Police Chief, the Police Department has conducted short- and long-term range planning to improve services and determine future needs based on growth.

### DETERMINATION

The Police Department provides generally sufficient law enforcement services; although the Department is having difficulty meeting prescribed patrol, staffing, and response time goals due to reduced staffing. The Police Department maintains mutual aid agreements with other agencies to provide and receive support when needed. Current law enforcement facilities and equipment are adequate for current demands.

The City has short- and long-range plans for improving the level of law enforcement services within the City. It is uncertain to the level and extent the Police Department will need to expand to provide adequate service for future growth.

## 4.9 FIRE PROTECTION AND EMERGENCY MEDICAL SERVICE

The City of Woodland Fire Department provides fire protection, fire prevention, and emergency medical services to the City and to a portion of the Springlake Fire Protection District (FPD) through contract.

### Service Area

The City of Woodland Fire Department provides service to a 56 square-mile area. The City of Woodland is approximately 15 square miles and the portion of the Springlake FPD that the Department serves under contract is approximately 41 square miles. The Springlake FPD surrounds the City on the north, east, and south. The City provides service to the majority of the Springlake FPD with the exception of the area south of CR 29, which is served by the City of Davis Fire Department. The Department provides coverage to an area that has approximately 57,288 people. **Figure 4.9-1** shows the City's fire stations and service area.

The Woodland Fire Department provides administrative services to the Springlake FPD Board and fire protection services to the Springlake FPD through contract. There are no fire stations or other equipment located within the Springlake FPD.

### Services

The Fire Department provides an adequate range of emergency services. Emergency services include fire response, emergency medical response, hazardous materials response, and public assistance. In addition, the department provides pre-hospital emergency medical services at the EMT-1D level, sufficient for current demands.

The City Fire Department includes four divisions: Administration, Training, Fire Prevention, and Operations. The Administration Division provides overall direction and management of the Department. Responsibilities include personnel administration, budgeting, policy, planning, and working with other departments, agencies, industries, and individuals.

The Operations Division provides emergency response services and assists with budget development, personnel administration, and information management, which includes call statistics and response maps.

The Fire Prevention Division provides plan checking and fire inspection services for development in the City of Woodland and, through contract, to all residential and commercial construction for automatic fire sprinkler systems and fire alarms systems in the unincorporated areas of Yolo County. This Division also provides public education.

The Training Division provides staff training and volunteer coordination to meet Department objectives, state certification, and professional standards. This Division has also worked with the Yolo County Office of Education's Regional Occupation Program (ROP) to offer a 5-6 month long introductory fire academy to high school students.

The City of Woodland Fire Department currently has a sufficient fire protection rating for service coverage and capability. The Insurance Services Office (ISO) rating is the recognized classification for a fire department or district's ability to defend against major fires. A rating of 10 generally indicates firefighting capability does not meet minimum criteria, whereas an ISO rating of 1 indicates high firefighting capability. Fifty percent of the overall grading is based on the fire department, forty percent is based on the community's water supply, and the final ten percent is based on receiving and handling fire alarms. The General Plan recommends the Department maintain a rating of 3 in the City. The Department has an ISO rating of 3 in the City and 8B in the Springlake Fire Protection District.

The City of Woodland provides a sufficient level of emergency medical response for most of its service area. The Department responds to all medical emergencies as a component of the pre-hospital emergency medical care system due to its capabilities and strategic positioning throughout the community. This system has been in place nation-wide since the 1970s and is not unique to Woodland. All of the City's firefighters are certified Emergency Medical Technicians (EMTs) and can provide basic life support (BLS) services. This basic medical training allows fire personnel to provide emergency medical services for medical calls as first responders. American Medical Response (AMR) provides ambulance services for Yolo County out of their base location in West Sacramento. While AMR strives to make an ambulance available in Woodland, availability is subject to the volume of medical emergencies occurring throughout the County at any given time.

The Department provides minimal preventative fire protection services to reduce the amount of hazards. Typical non-emergency services include plan checking, construction inspection services, fire and life safety inspections, fire and fire code investigations, public education, and weed abatement. The Fire Marshal safeguards the community by verifying adherence to fire regulations, public education, and hazard mitigation.

### Facilities and Equipment

The Department is not meeting minimum response time goals in every part of the City. The City currently operates three fire stations located in northwest, southwest, and east Woodland. The Fire Department's goal is to respond to 90% of emergency calls within 4 minutes. On average, the Department responds to 90% of emergency calls within five minutes. Travel times to the Springlake subdivision and areas in the Springlake Fire Protection District typically exceed five minutes and are often much longer.

The City of Woodland has sufficient equipment to provide fire protection services. The type and number of the Department's current vehicles and apparatus is listed in **Table 4.9-1**. The 2001 Woodland Fire Master Plan provides a list of recommended apparatus, which is the basis for the table below and which has been updated to be current in 2010.

**TABLE 4.9-1**
**FIRE DEPARTMENT VEHICLES AND APPARATUS**

| Apparatus | Actual | Recommended | Difference |
|---|---|---|---|
| Type I Engine | 3 | 3 | 0 |
| Interface Engine | 2 | 2 | 0 |
| Type III Engine | 2 | 2 | 0 |
| Ladder Truck | 2 | 2 | 0 |
| Water Tender | 1 | 1 | 0 |
| Command Vehicle | 3 | 2 | 1 |
| Rescue/Squad | 1 | 1 | 0 |
| Staff Vehicle | 2 | 4 | -2 |
| Fire Prevention | 4 | 4 | 0 |
| Hazardous Materials | 1 | 1 | 0 |
| Special Service | 3 | 3 | 0 |

According to the Fire Chief, the size of the Fire Department's fleet is adequate and necessary to provide uninterrupted service to the City and FPD.

The Fire Department rents its facilities to other agencies. The Fire Department charges hourly rental and use fees for their fire department training center at Station #3.

## Staffing

As previously mentioned, the Department includes four divisions: Administration, Training, Fire Prevention, and Operations. The Administration Department includes the Fire Chief and one Management Analyst. The Fire Prevention Bureau is staffed with a Fire Marshal and three fire inspectors. The Operations Division includes three Battalion Chiefs and 36 firefighters. The Training Division includes one administrative Clerk with the three Battalion Chiefs sharing the responsibility of scheduling and coordinating Department training.

The City is able to staff all the fire stations with at least one responding engine per station. The Department has 39 shift personnel (3 Battalion Chiefs, 12 Captains, 12 Engineers, and 12 firefighters), one fire chief, one fire marshal, and 2 fire inspectors for a total of 43 uniformed personnel. The shift personnel are divided into three shifts with each shift working 48 hours. Twelve firefighters staff three engines and one ladder truck on a daily basis. Each apparatus is staffed with three firefighters. The ladder truck responds out of station 3.

The Department is currently not meeting the City's minimum staffing goals. The Woodland General Plan sets minimum staffing guidelines based on population. According to General Plan guidelines, the City is understaffed by 31-percent. To be in compliance with General Plan guidelines, the Department would have to add an additional 17 firefighters. The General Plan States that the City shall strive to maintain a fire operations staffing ratio of 1.0 per 1,000 residents. Based on the Department's 39 fire operations personnel, the City has .68 firefighters per 1,000 residents.

The City is currently not meeting the minimum industry firefighting staffing standards. The National Fire Protection Association (NFPA) standard 1710 contains minimum requirements relating to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by substantially all career fire departments. Current NFPA 1710 standards indicate that the Fire Department is approximately 25% understaffed. For the City to be in compliance with NFPA standards, the City currently needs an additional 4 firefighters per shift to meet minimum emergency operations levels. Additional firefighters are needed if the entire force is dispatched to respond to subsequent calls. It should be noted that these standards are voluntary, and the inability of the department to meet the NFPA standards does not indicate any violation of law or local requirement.

The Fire Department relies on other fire agencies for service and support. The Woodland Fire Department has automatic and mutual aid agreements with surrounding fire agencies. Mutual aid is a formal agreement among emergency responders to lend assistance across jurisdictional boundaries, on a reciprocal basis, when required. Woodland has Mutual-Aid agreements with all fire protection districts and fire departments in Yolo County.

Automatic Aid is assistance dispatched automatically between two fire protection agencies. The Department has automatic aid agreements with the Davis, UC Davis, West Sacramento, and Yocha Dehe Fire Departments and the Willow Oak, Dixon, Yolo, West Plainfield, and Elkhorn Fire Protection Districts. The City provides service to Elkhorn FPD on Interstate 5.

Responding to its contract area or other aid calls outside the City reduces the fire protection coverage within the City. The Fire Department must respond to incidents in the Springlake FPD or surrounding jurisdictions from one of the three fire stations inside the City; as a result, firefighters may have to travel far outside the City's boundaries. When the Department is responding to calls outside the City, coverage inside the City is reduced or delayed. In some cases, the City becomes dependent on mutual aid assistance for coverage; however, the aid arrangements benefit all the jurisdictions in the County. Additionally, the Springlake FPD provides supplemental funding that is used to augment services in the City and the District.

### Volunteers

The Woodland Fire Department receives support from two different groups of volunteers. The Department has six volunteer firefighters that are assigned to a shift and that generally provide support after an incident. The Woodland Fire Department also has a group of volunteers that participate in community events. The Woodland Fire Department Support Branch restores and maintains antique fire apparatus and displays them at public events, such as the City's Christmas Parade. The group has approximately 30 members.

### Planned Level of Service and Improvements

Additional development will place additional demands on the existing fire department for firefighting and prevention services. Additional staff and resources will need to be added to provide adequate fire protection and emergency medical services.

Current station locations do not help the City meet its four-minute response time objectives. The Woodland Fire Department currently has three fire stations and the 2001 Woodland Fire Master Plan indicates the need for five. The Master Plan recommended planning for fire stations in the northeast and Springlake areas of the City. According to the Master Plan, the northeast portion of the City is an underserved area with the largest concentration of high-hazard property. Currently, there are not plans to increase funding for additional firefighters or to fund construction and operation of this fire station.

There are plans to build an additional station in the Springlake area. In 2004, the City Council approved a new fire station in the Springlake area upon construction and occupancy of 1,010 single-family dwelling units. There are currently 1,668 occupied dwelling units, of which approximately 850 single-family. The City is in the process of securing the land for the station; however, the City has removed the funding for construction of the station from its Capital Improvement Program due to lack of funds. The City applied for an American Recovery and Reinvestment Act (ARRA) Grant through the Assistance to Firefighters Fire Station Construction Grant program in 2009, but that request was denied.

Demand for service in the contract service area is not anticipated to increase significantly. The Yolo County General Plan indicates several areas for growth; however, many are currently developed. Any new development will have to include a plan for fire protection services.

DETERMINATION

The City of Woodland Fire Department provides an adequate level of emergency medical and fire protection service. The Department currently has a sufficient fire protection rating for service coverage and capability. The Department has an ISO rating of 3 in the City and 8B in the Springlake Fire Protection District.

Additional stations and staffing will be required to meet City goals and industry firefighting standards. The Department has identified a need for two additional fire stations to help maintain adequate response times in the City; however there is presently no money or source of funding for either station. According to City goals and professional standards, the Department is understaffed by at least 25-percent; however, the City is able to staff all the fire stations with at least one responding engine per station.

The Fire Department provides service to areas outside the City through contract and other agreements. These arrangements can reduce the coverage in the City, but the Department is part of a network that also supports the Department's fire protection needs. Additionally, the Department receives some funding for service to a portion of the Springlake FPD, which helps improve service for both agencies.

## 4.10 EMERGENCY COMMUNICATIONS AND DISPATCH

The Yolo Emergency Communications Agency (YECA) provides adequate emergency communications and dispatch services to the community. Dispatch services are provided by the Yolo Emergency Communications Agency Board (YECA). YECA, originally YCCESA, was created by a Joint Powers Authority (JPA) agreement enacted by member agencies (Woodland, West Sacramento, Winters, and the County of Yolo) in 1988. YECA provides emergency dispatch services in Yolo County for the Woodland, West Sacramento, and Winters Police and Fire Departments and the Yolo County Sherriff's Office and fire protection districts. The only exceptions in the County are the City of Davis and UC Davis Police Departments. Each of these jurisdictions has its own dispatch system.

The JPA is governed by a four member board. The County and each of the three cities appoint one member to the JPA Board. The City of Woodland designated the Police Chief as the Board's primary representative and the Fire Chief as an alternate. YECA funding for each of the member agencies is based on a use formula.

YECA has an adequate level of staffing for emergency communications and dispatch services. YECA has three divisions: Administration, Operations and Support Services with a total of 46 authorized positions. Operations is the largest division with 11 dispatchers and two dispatch assistants. The dispatchers are divided into two 12-hour shifts of five and six. Each dispatcher is equipped with call-taking and radio dispatch capabilities. The dispatch assistants each work 10-hour shifts and are only authorized to make and receive calls for support equipment and services. There are currently three vacant dispatch positions which are anticipated to be filled when the budget allows.

YECA has identified deficiencies in its radio system infrastructure and call software programs and databases. These systems are currently out of date or incompatible. The radio system infrastructure will be addressed in two phases. In the first phase, the agency plans to update and reinforce existing radio infrastructure, which includes tower sites and locations, communication links, emergency power, and grounding existing towers. Second phase improvements will include switching radio frequency bands to allow for multiple communication channels on fewer frequencies. Software for the City's Computer Aided Dispatch (CAD) system and components of the Records Management System (RMS) and Mobile Computer Terminal (MCT) software will be purchased to allow greater interoperability and integration.

YECA has adequate dispatch alternatives if its dispatch system fails. In the case of a failure, 911 calls would be routed to the City of Davis emergency communications and dispatch center. If the Davis emergency communications center cannot field calls, then calls would be routed to the UC Davis system. Barring any of the previous alternatives, calls would be routed to Solano County. YECA personnel regularly test the routing switch to Davis to make sure it is functional.The current YECA facilities are adequate for current uses, but are not sufficient to accommodate future growth or security. The agency operates out of one 5,867 square-foot County-owned facility located at N. Cottonwood Street in Woodland. The Agency leases the 25 year old facility from the County. The facility will need to be expanded to approximately 11,000 square feet to accommodate projected staffing. Due to the current facilities location and construction type there is limited ability to expand. Additionally, it is located in the flood plain.

### PLANNED LEVEL OF SERVICE AND IMPROVEMENTS

YECA has conducted adequate long-term planning for its member needs. In 2007, the YCCESA Communications Systems and Facility Strategy Recommendations & Conclusion Report was developed to provide a planning and implementation strategy for improved communications. The study identifies a three phased approach, which includes funding, procurement, and implementation of necessary infrastructure and equipment. The study estimates a timeline of six years from 2007 to 2013 to complete all three phases.

The City of Woodland included funds in its Capital Improvement Program for its share of YECA dispatch infrastructure and software upgrades. Phase I radio system improvement costs were included in the 2009-10 Fiscal Year. Computer Aided Dispatch (CAD) and associated software and database costs were included in the 2009-10 year and in the current year.

### DETERMINATION

The Yolo Emergency Communications Agency (YECA) provides adequate emergency communications and dispatch services to the City for Police and Fire. YECA has an adequate level of staffing for emergency communications and dispatch services.

YECA has conducted adequate short- and long-term planning for its member needs. YECA is addressing deficiencies in its radio system infrastructure and call software programs and databases that were identified in its planning and implementations strategy.

# 5.0 FINANCING, RATES, AND FACILITIES SHARING

This section examines the fiscal status of the City. The City's funding sources, rate structure, expenditures, and debts are evaluated to determine general viability and ability to meet existing and expanded service demands.

## CITY FINANCES

The City is financially stable, as the City has sufficient assets and funds available for the continued operation of the City. The Comprehensive Annual Financial Report (CAFR), the City's audited financial statements, highlights the City's financial situation. For the fiscal year beginning July 1, 2008 to June 30, 2009, the City's financial highlights included:

- The City's total net assets increased over the course of the fiscal year by $4.6 million to $321.8 million. The net assets of governmental activities increased by $4.3 million and the net assets of business-type activities increased by $0.3 million.

- The General Fund reported expenditures in excess of revenues; however, $2.2 million in cost reductions and $320,000 in increased investment earnings helped offset the shortfall, which was primarily due to significant decreases in projected property and sales tax revenues as a result of the national recession.

The City reduced spending and used reserves to offset losses in FY 08/09, while attempting to address the imbalance through the FY 09/10 budget process.

### Revenues

Service charges, which are part of Program Revenues, represent the City's largest revenue source. Service charges accounted for 51-percent of total revenue in 2009 and 85-percent of Program Revenue. Overall Program Revenues decreased by $9.1 million from FY 2007-08 primarily due to decreases in development impact fees and one-time grants. The table below shows the City's major revenue sources.

Taxes, which are part of the City's General Revenues, represent the City's second largest revenue source. Taxes include property tax, sales tax, a hotel/motel tax, a library utility tax, a document stamp tax, and special voter approved taxes. Most of the City's taxes are deposited into the City's "General Fund". Taxes accounted for 31-percent of total revenues in FY 2008/09. The City experienced a decrease in General Revenues as a result of decreased tax revenues and investment earnings.

**TABLE 5.0-1**
**Revenues FY 2008-09**

| Major Revenue Sources | Amount(millions) |
|---|---|
| Program Revenues | |
| Charges for service | $41,471 |
| Operating grants and contributions | $5,668 |
| Capital grants and contributions | $1,435 |
| **SUBTOTAL** | **$48,574** |
| General Revenues | |
| Property taxes | $11,416 |
| Sales and use tax | $9,211 |
| Other taxes | $4,613 |
| Franchise fees | $1,607 |
| Motor vehicle in-lieu | $4,365 |
| Investment earnings | $1,923 |
| **SUBTOTAL** | **$33,135** |
| **Total Revenues** | **$81,709** |

A description of the City's major revenue sources is included below.

- Property Tax – The base property tax rate is 1% of assessed value. The City receives a portion of the property tax generated in the City of Woodland.

- Sales and Use Tax – The City receives 1-percent of its local share of taxable items sold within the City limits. The City also collects additional sales tax from special districts within the City, a ½-cent sales tax for capital improvement projects, and a ¼-cent sales tax was recently approved for operations.

- Enterprise Funds – Enterprise funds account for services that are financed and operated through user charges on a user-fee basis. Enterprise funds include water, sewer, storm drain, wastewater pretreatment, recycling, construction and demolition, the fire training center, the cemetery, and the youth program.

- Other Revenue – The City receives other significant ongoing revenue from the hotel/motel tax, franchise fees, and state motor vehicle in lieu fees.

## Expenditures

Most of the City's expenditures finance direct public services. Expenses for FY 2008-09 totaled $77.1 million, a decrease of $5.3 million or 6.5 percent from 2007-08. Governmental expenses accounted for 77-percent of total expenses and business-type expenses accounted for 23-percent.

GOVERNMENTAL ACTIVITIES

Governmental activities totaled $59.0 million. Taxes from the City's General Fund pay for approximately 43-percent of these costs. Fees, grants, and contributions fund the balance.

**TABLE 5.0-2**
**General Governmental Activities FY 2008-09**

| Activity (Major Categories) | Amount | Percent of Major Category | Net Cost (Profit) | Tax Share |
|---|---|---|---|---|
| General Government | 1.90 | 0.03% | 0.02 | 0.01% |
| Finance | 1.13 | 0.02% | 0.90 | 0.80% |
| Community Development | 7.07 | 0.12% | (2.84) | 0.00% |
| Parks and Recreation | 4.96 | 0.08% | 1.76 | 0.35% |
| Police | 15.76 | 0.27% | 14.43 | 0.92% |
| Fire | 9.31 | 0.16% | 8.14 | 0.87% |
| Library | 1.70 | 0.03% | 1.34 | 0.79% |
| Public Works | 13.27 | 0.22% | 1.07 | 0.08% |
| Interest on long-term debt | 3.93 | 0.07% | 3.93 | 0.07% |
| **TOTAL** | **59.03** | **1** | **28.75** | **--** |

As shown **Table 5.0-2**, Law Enforcement, Fire Protection, and Public Works services represent the highest share of the City's general governmental activities costs; however, Public Works activities are largely self supporting.

BUSINESS TYPE ACTIVITIES

In FY 2008-09, operating expenses for business-type activities totaled $16.62 million and revenues totaled $18.21 million, $1.59 million over expenses. Excess funds were generated from water, sewer, and wastewater pretreatment activities. Table **5.0-3** shows the City's business type activities.

**TABLE 5.0-3**
**BUSINESS TYPE ACTIVITIES FY 2008-09**

| Activity (Major Categories) | Operating Expenses | Operating Revenues | Operating Income (Loss) |
|---|---|---|---|
| Water | 6.23 | 6.35 | .12 |
| Sewer | 8.05 | 10.49 | 2.44 |
| Storm Drain | 0.92 | 0.18 | (.74) |
| Wastewater Pretreatment | .30 | 0.39 | .09 |
| Recycling | .30 | 0.28 | (.02) |
| Construction and Demolition | .07 | 0.06 | (.01) |
| Fire Training Center | .35 | 0.34 | (.01) |
| Cemetery | .39 | 0.11 | (.28) |
| Youth Program | .01 | .01 | -- |
| **TOTAL** | **16.62** | **18.21** | **1.59** |

The remaining business type activities are operating at a total deficit of $1.06 million. The Storm Drain fund had a deficit of $9.3 million, the Cemetery Fund had a deficit of $132,000, the Fire Training Center fund had a deficit of $14,000, and Dubach Park had a deficit of $595,000. Dubach Park is not shown in the table because it has been converted into a storm water detention pond. The City's sewer, water and wastewater pretreatment revenues appear to make up for the shortfall; however, each business-type activity must be self supporting.

The Storm Drain Fund's decrease in net assets is related to a continuing operating deficit. The City proposed a voter approved rate increase in FY 07-08 to address this deficit. The rate increase did not pass. As a result, the City reduced storm drain operations to their minimum legal level and the City will attempt another rate increase measure. The Woodland Cemetery has been undergoing a revitalization effort that will increase capacity and should allow the operations of the facility to be self supporting.

Over time, increases or decreases of a City's net assets and liabilities can be an indicator of its financial health. The City's overall net assets have increased over the last five fiscal years, mostly due to increases in capital investments (e.g. land, buildings, and equipment). Although the City's capital investments have a positive financial value, these resources cannot be liquidated to pay off debt.

### Long Term Debts

The City continues to pay off its long term debt obligations. Most of the loans were used for construction of and improvements and upgrades to the to the City's municipal infrastructure. The total current balance of the City's debt shown in **Table 5.0-4** is approximately $135,908,018 and includes long term governmental and business type activities debt obligations.

**TABLE 5.0-4**
**LONG TERM DEBT OBLIGATIONS**
**FY 2008-09**

| Long Term Governmental Activities Debt Obligations | June 30, 2009 Balance | Payoff Year |
|---|---|---|
| Woodland Finance Authority 2002 Lease Revenue Bonds | 21,260,000 | 2032 |
| Woodland Finance Authority 2005 Capital Projects Lease Revenue Bonds | 19,060,000 | 2026 |
| Woodland Finance Authority 2005 Wastewater Revenue Bonds | 7,547,780 | 2035 |
| Woodland Finance Authority 2007 Capital Projects Lease Revenue Bonds | 8,690,000 | 2019 |
| 2007 Tax Allocation Bonds | 8,416,160 | 2034 |
| California Housing Finance Agency Loan | 1,222,050 | 2011 |
| Housing and Urban Development Loan | 600,000 | 2014 |
| California Housing Finance Agency Loan | 1,755,747 | 2014 |
| California Energy Commission | 1,274,119 | 2016 |
| California Housing Finance Agency Loan | 1,303,715 | 2017 |
| Redevelopment Agency Pass Through | -- | -- |
| Developer Fee Obligations | 34,911,230 | -- |

| | | |
|---|---|---|
| Other Postemployment Benefits (OPEB) | 2,362,371 | -- |
| Compensated Absences | 1,617,294 | -- |
| Capital Lease Obligation | 705,203 | 2016 |
| Capital Lease Obligation | 86,699 | 2010 |
| Capital Lease Obligation | 539,249 | 2014 |
| Capital Lease Obligation | 564,781 | 2011 |
| Capital Lease Obligation | 608,646 | 2018 |
| Capital Lease Obligation | 559,895 | 2017 |
| Capital Lease Obligation | 439,613 | 2014 |
| SUBTOTAL | **$113,524,552** | **2035** |
| **Long Term Business-type Activities Debt Obligations** | | |
| Woodland Finance Authority 2005 Wastewater Revenue Bonds | 10,087,220 | 2035 |
| Woodland Finance Authority 2008 Water Revenue Bonds | 9,170,000 | 2033 |
| 1992 Wastewater Improvement Certificates of Participation | 2,305,751 | 2018 |
| Other Post Employment Benefits (OPEB) | 512,375 | -- |
| Compensated Absences | 308,120 | -- |
| SUBTOTAL | **$22,383,466** | **2035** |
| **TOTAL** | **$135,908,018** | **2035** |

According to staff, the debt obligations in the table do not accurately reflect the City's actual liability. The housing grants and loans, which amount to approximately $4.8 million, are passed through to another responsible repayment agency. "Developer Fee Obligations" are fees paid by developers for construction of projects related to development that are repaid through sale of new homes. The City is not responsible for repayment of this debt. Compensated absences represent estimated accrued paid vacation, sick days, and holidays. Other Post Employment Benefits (OPEB) represent benefits that employers must account and plan for separate from retirement income; this is an unfunded liability that was recently required to be shown as debt. This overall "nominal" debt represents approximately 40-percent ($45.4 million) of the debt shown in Table 5.04.

The remaining debt obligation of $91.3 million for the City still appears to be high as it exceeded the City's revenue of $81.7 million in FY 2008-09; however, according to staff, the City does not have any General Obligation Bond debt, which represents a greater liability than Revenue Bond debt. Revenue Bonds can only be repaid from the income of a related project, while General Obligation Bonds are typically paid from general fund revenues or taxes.

Cities generally incur long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt. The City has not defaulted on any of these debts and is able to continue making payments.

## RATES

The Accounting Division of the Administrative Services Department provides utility billing and collection for customers using the City's services. This includes billing and payment of services and maintenance of customer accounts, including opening new accounts and closing existing accounts.

The City's current rates for water, wastewater, and solid waste are adequate to account for current operating costs. As previously discussed, rates for storm drainage fees are inadequate. The City reviews rates annually and updates them as necessary to reflect the actual costs for providing service. Rates are usually determined by inflation, regulation and compliance changes, capital projects, and system maintenance. The rates vary based on type of service.

### WATER

Currently, the City charges a flat rate for water service; however, costs for water service will soon be based on metered water rates. In 2005, the City approved a phased water and sewer rate increase adjusted annually for inflation, based on the Construction Cost Index. In 2008, the City conducted another rate study exclusively for water, due to state mandates requiring conversion from flat rate to consumption based billing and deferred water utility infrastructure maintenance. The City approved combined water and consumption based rate increases, which went into effect on January 1, 2010, with scheduled rate increases of 20% on July 1, 2011 and July 1, 2012.

Billing for residents with meters will actually go into effect on November 2010. Sample billing statements are being provided to help residents estimate water usage and cost each month over several months. Metered rates include delivery and use costs; delivery costs are fixed. Individuals with non metered homes will continue to pay the flat rates until their meters are installed. The City of Woodland water service rates are provided in **TABLE 5.0-4.**

**TABLE 5.0-4**
**Water Rates**

| Fixed Water Rate (non-metered) | | | | |
|---|---|---|---|---|
| **Land Use** | **Size** | **Current Rate** | **Effective July 1, 2011** | **Effective July 1, 2012** |
| Single family | Lot less than 5,000 square feet | $28.60 | $34.30 | $41.15 |
| | 5,000 to 10,000 square feet | $35.30 | $42.35 | $50.80 |
| | 10,000 plus square feet | $41.70 | $50.05 | $60.05 |
| Commercial Industrial | Per office | $28.85 | $34.60 | $41.50 |

| | | | | |
|---|---|---|---|---|
| Landscape | -- | $22.30 | $26.75 | $32.10 |
| **Fixed Metered Rate** | | | | |
| Residential and Commercial | ¾” – 2” meter | $15.75 | $20.00 | $24.00 |
| | 3” meter | $29.60 | $37.60 | $45.10 |
| | 4” meter | $49.30 | $62.60 | $75.10 |
| | 6” meter | $98.45 | $125.00 | $150.00 |
| **Water Consumption (Price Per CCF)** | | | | |
| Residential | 0-12 CCF | $1.19 | $1.25 | $1.50 |
| | 13-20 CCF | $1.37 | $1.50 | $1.95 |
| | 20 CCF plus | $1.37 | $1.90 | $2.55 |
| Commercial | Per CCF | $2.00 | $2.15 | $2.35 |
| Large Uniform User | Per CCF | $1.91 | $2.10 | $2.30 |
| Landscape | Per CCF | $2.05 | $2.35 | $2.80 |

* CCF = one hundred cubic feet (748 gallons) of water

WASTEWATER

As previously mentioned, in 2005, the City approved a phased water and sewer rate increase adjusted annually for inflation, based on the Construction Cost Index. The wastewater rate increase enabled the City to expand and upgrade its wastewater treatment plant.

**TABLE 5.0-5**
**WASTEWATER RATES**

| Land Use | Customer Class | Rate |
|---|---|---|
| Residential | Residential/Half-plex | $38.30 |
| | Multi-family/Condo | $31.70 |
| | Apartment/Mobile Home | $24.99 |
| Institutional | Schools | $2.31/ADA |
| | Churches | $28.30 |
| | Hospitals/Convalescent Homes | $24.99+$4.26/CFF |
| Commercial | Typical | $24.99+$3.75/CCF |
| | Restaurant | $24.99+$9.41/CCF |
| | Hotel/Motel | $24.99+$4.97/CCF |
| Industrial | Typical/Biomass Plant | $24.99+$3.75/CCF |

* An additional $1.70/month is charged for the wastewater pretreatment program

STORMWATER

In 2007, the City initiated a ballot measure to raise storm water fees. The City proposed an initial rate increase to $5.00 per month, per home. The measure failed after failing to get a majority vote in favor of the fee. As previously described, the Storm Drain Fund has been operating at a deficit.

Rates:

| | |
|---|---|
| Single family residence | $.48/month |
| Multi-Family (up to 4 units) | $.48/month |
| Each additional unit $.26/month | |
| Schools | $2.96/acre |
| Commercial/Industrial | $3.77/acre |

SOLID WASTE

In 2009, the City approved a proposed green waste rate increase for collection services. The rate was increased $1.09 per month to provide year-round cart and street collection services with related street sweeping. Rates for solid waste are provided in **Table 5.0-6**.

**TABLE 5.0-6**
**Solid Waste Rates**

| Type | Containers | Cost |
|---|---|---|
| Garbage | 35 gallon | $10.78 |
| | 64 gallon | $12.39 |
| | 96 gallon | $21.75 |
| Green Waste* | 96 gallons | $12.95 |
| Recycling | 64 gallon | $1.46 |

*includes street sweeping

The City reviews and updates its development related fees to accurately reflect changes in project costs and development in the community. Future service upgrades and expansions to serve new developments are typically funded by Development Impact Fees and connection fees. The City has a Major Projects Financing Plan (MPFP) to identify and set development impact fees, which can be a major source in support of the City's capital improvement plan. Due to the downturn in the economy, the implemented a Development Impact Fee Deferral Program in 2008 for both residential and non-residential projects that will end on June 30, 2011. Several developments have taken advantage of this fee deferral option since it has gone into effect.

## Future Growth Impacts

Future growth is not expected to have a significant negative impact on the City's financing of needed infrastructure. Although future growth areas will require municipal services, they will also contribute funds to the City to construct the required infrastructure to serve new development, offsetting costs. Future growth is required to pay its fair share to upgrade and expand municipal utilities to adequately serve new development without negative financial impacts to current residents.

COST SAVINGS

This section analyzes the City's current efforts to reasonably reduce costs, resulting in a more efficient use of funds.

## Facilities Sharing

Sharing facilities or services with another service provider or entity can be an effective method of reducing costs to the City. Major sharing opportunities currently utilized include:

- City of Woodland Fire Department Training Center (Station #3)
- Yolo Emergency Communications Agency (YECA)
- Plans for a new surface water conveyance and treatment system with the City of Davis and UC Davis.
- Yolo County Narcotics Enforcement Team
- Woodland Joint Unified School District School Resource Officer
- Yolo County School District

The City is able to seek out and effectively use shared facilities and services to reduce costs.

## Volunteers

Utilizing volunteers is an effective method of providing selected service without hiring additional staff. Volunteers are currently active in the following programs:

- Police Department Volunteers
- The Woodland Public Library Literacy Service program
- Woodland Citizen Core
- Community Emergency Response Team (CERT)
- Fire Department Volunteers
- Woodland Fire Department Support Branch

### Mutual Aid

Mutual Aid is an effective method of providing a greater level of service without significantly increasing costs. Mutual aid opportunities currently utilized include:

- Fire protection from other nearby fire departments, which reduces the cost of employing additional firefighters to respond to incidents
- Law enforcement from the Yolo County Sheriff

### Contracts for Services

The City utilizes a competitive bid process for major services that are contracted to private providers. Requests for proposals are sent out, depending on the need and the availability of funds. The competitive bid process has been effective in controlling costs, as it allows the City to select the lowest cost qualified contractor to provide services.

The City also contracts with other governmental agencies for service. The City contracts with the Yolo County Resource Conservation District for landscaping services for two of its detention ponds inside the City. The City also contracts with Yolo County for animal control services, which includes operation of the Yolo County Animal Services Shelter.

In addition, the City receives funds from providing services to other governmental agencies. The City currently provides services to the Springlake Fire Protection District. The City also provides road striping, traffic signal, street lighting, and airport lighting services in the County.

### Risk Management

The City participates in the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA), a joint powers agreement with other public entities, for self insurance. By participating in a public entity risk pooled insurance program, the City spreads its risks and reduces costs of providing general liability, property, auto, worker's compensation, and other coverage.

### Other

In addition, the City has worked to control costs by pursuing various funding opportunities, such as grant funding and low-interest loans.

### Additional Opportunities

The City and the County have had ongoing discussions about additional shared opportunities in the following areas:

- New Animal Control Shelter
- Building Maintenance
- Community Development Block Grant Programs
- Additional Shared Dispatch
- Economic Development
- Fire Protection and Emergency Services
- Vehicle Fleet
- Affordable Housing
- Human Resources/Staff Training and Development
- Land Use and Permitting
- Office of Emergency Services (OES)
- Park Maintenance
- Purchasing
- Road Maintenance

DETERMINATION

### Financing

Services provided by the City of Woodland are primarily funded by the taxes and utility fees. Fees are charged for services such as water, wastewater, storm drainage, solid waste, and municipal services. The City's expenditures are currently exceeding revenues. The City reduced spending and used reserves to offset losses in FY 08/09, while attempting to address the imbalance through the budget process.

Future growth is not expected to have a significant negative impact on the City's future financial status. Future growth is required to pay its fair share to upgrade and expand municipal utilities to adequately serve new development without negatively affecting current residents.

### Rate Restructuring

Most fees charged are currently adequate with the exception of drainage fees. The drainage fund is operating at a deficit. Voters rejected a fee increase for drainage in

2007 and the City is considering taking another drainage fee increase to the voters sometime in the near future.

Future service upgrades and expansions to serve new developments will be funded by development impact fees and connection fees. The fees, when updated as appropriate, should be sufficient to fund the required service expansions and upgrades for new users.

**Facilities Sharing**

The City is able to effectively share facilities and services with other similar service providers to reduce costs.

**Cost Avoidance**

The City appears to utilize a sufficient range of cost avoidance opportunities; including facilities sharing, use of volunteers, mutual aid, contracting of selected services, and risk management.

# 6.0 LOCAL ACCOUNTABILITY AND MANAGEMENT EFFICIENCIES

This section examines how well the City makes its processes transparent to the public and invites and encourages public participation. A general overview of the City's government structure and management practices will be provided and considered.

## Legal Structure

The City of Woodland was incorporated as a General Law City in 1871. The City is a municipal corporation operating under the general laws of the state of California. The City is a full service City, providing general government and municipal services.

### GOVERNANCE

The City operates under the provisions of state law and is a legally separate and fiscally independent agency. It can issue debt, set and modify budgets and fees, and sue or be sued.

The City operates under a City Council/City Manager form of local government. The City is a full service City providing the following services: police, emergency services, parks and recreation, street maintenance, water distribution, wastewater collection, storm drainage, and general government services.

The City Council serves as the legislative, policy making body for the City. The City Council consists of five members elected at large to four year terms. Council elections are held every two years, with staggered terms (two positions are filled in one election, three positions in the next election). The council member who receives the most votes in an election serves two years as Vice Mayor, and then two years as Mayor.

The current City Council Members and their terms are shown below:

| | |
|---|---|
| Art Pimentel, Mayor | Term Ends: 2012 |
| Marlin “Skip” Davies, Vice Mayor | Term Ends: 2014 |
| Tom Stallard, Councilmember | Term Ends: 2012 |
| Bill Marble, Councilmember | Term Ends: 2014 |
| Martie Dote, Councilmember | Term Ends: 2012 |

The City Council establishes City policies and ordinances, makes land use decisions, conducts hearings, and appoints a City Manager. The City Manager serves as the administrative head of city government overseeing the departments, appointing staff, and maintaining the City's day-today operations.

### Public Participation

The City Council welcomes and encourages participation by Woodland residents in City Council meetings. The Council holds regular meetings and committee meetings that are open to the public and which provide an opportunity for the public to address City council members and other public officials. The City Council regularly meets on the first and third Tuesday of every month at 6pm in the City Council chambers on the second floor of City Hall located at 300 First Street, Woodland. Agendas for the City Council meetings and Council Committee meetings are available on the City's website, at City Hall, and on cable access channel 20. Public meetings are held in compliance with Brown Act requirements, which govern open meetings for local government bodies.

The City provides alternative means for viewing City Council meetings. City Council meetings are broadcast live on government access cable channel 20 and over the internet on its website. Archived videos of the meeting are also available on the City's website for online streaming 60 days after each meeting and copies are available at the Woodland Public Library.

Extensive public information is readily accessible through the City's website. Residents may also visit or contact City Hall.

### Management Structure

The City is organized into seven Departments. City Departments include Administrative Services, which includes Finance, Human Resources, and Technology Services; Community Development; Parks and Recreation; Fire; Police; Public Works; and the Public Library. The Parks Division of the Parks and Recreation Department was recently assigned to the Public Works Department; however, the Recreation Division will remain under the Police Department.

Overall, no significant management deficiencies were identified relative to coordination or oversight of the public services provided by the City, other agencies, and contracted service providers; however, the long term management and organization of the Parks and Recreation Department remains a question as the City works on permanent structural and financial changes.

The City budget is usually an indicator of management efficiency. According to information contained in approved budgets and financial audits, the City, like most other municipal service providers, is experiencing financial deficits due to the economic downturn. The City addressed immediate shortfalls through reduced spending and use of its reserves. The City is continuing to offset losses through restructuring opportunities and the general budget process.

DETERMINATION

## Local Accountability

The City of Woodland maintains a sufficient level of accountability in its governance. Public meetings are held in compliance with Brown Act requirements. Information regarding the City is readily available to members of the public.

## Management Efficiencies

The City of Woodland works to meet its goals for each service provided. The City is undergoing significant structural changes in its Parks and Recreation Department; however, the overall management structure of the City is sufficient to account for necessary services and maintain operations in an efficient and effective manner.

# 7.0 GOVERNMENT STRUCTURE OPTIONS

This section analyzes the appropriateness and adequacy of the Woodland City boundaries.

PHYSICAL BOUNDARIES AND SPHERE OF INFLUENCE

## Current Boundaries

The City anticipates continued future growth and future expansion of the City's boundaries inside its Planning Area within the next 20 years. A more detailed discussion of the City's projected growth is included in the Growth and Population Projections section.

## Sphere of Influence

The City's proposed Sphere of Influence indicates the probable physical boundaries and service area of the City over the next 20 years. The City's likely future growth area is in the northwest, northeast, east, and south areas of the City as indicated in the City's General Plan and in the proposed SOI.

Land owned by the City and used for municipal purposes may be annexed by the City, even if boundaries are non-contiguous. The City owns 688.92 acres outside the City boundaries that are used for municipal purposes. This acreage does not include the 128.81 acres northeast of the City at the northwest corner of CR 102 and Beamer Street or the 407 acres in the bypass.

The expansion of the City's SOI for projected growth is logical and orderly. The SOI expansion areas are adjacent to the existing municipal boundaries with urban services available or planned to serve the area. Service capabilities and issues related to the provision of water, wastewater, circulation, drainage, police, fire, emergency medical response, parks, recreation solid waste, and general governmental services have been considered.

DETERMINATION

The proposed Sphere of Influence for the City of Woodland promotes logical and orderly boundaries. The updated SOI is appropriate to accommodate and adequately serve the projected growth of the Community within the next 10 and 20 years.

# 8.0 MUNICIPAL SERVICE REVIEW DETERMINATIONS

The City of Woodland's Municipal Service Review (MSR) has been prepared in accordance with Section 56430 of the California Government Code as a means of identifying and evaluating public services provided by the City and possible changes to the City's Sphere of Influence.

The MSR must include written determinations that address the factors shown below in order to update a Sphere of Influence. The following is a compilation of the determinations contained in the previous sections.

DETERMINATIONS

## Growth and Population

Constraints to development include flooding, state and local agricultural preservation policies, and City growth policies.

Growth projections have been calculated for the City based on existing growth policies and conditions. The City's current population is projected to grow 18-percent to 67,807 in 2020 and 40-percent to 80,257 in 2030. The City has identified adequate residential uses in the City's 2002 General Plan Update to accommodate growth to 2020, but not 2030. The City will need to designate an additional 406 acres of gross residential land for development outside of the current City boundaries to accommodate an additional population of 2,839 by 2030.

## Infrastructure Needs and Deficiencies

Water

The City of Woodland is currently providing adequate municipal water for its residents and other users. The City relies exclusively on groundwater, which is becoming less reliable due to decreasing quality and increasing regulatory requirements. The current water infrastructure is adequate to serve existing users during peak demands.

The City is planning for the improvement and upgrade of the City's existing water and infrastructure system. The City is in the process of pursuing more stable and higher quality surface water supplies. Future water supply, treatment, and delivery infrastructure can be constructed and extended to adequately provide for future service demands. The City of Woodland is the most appropriate municipal water service provider for any future development areas with the City's proposed sphere of influence (SOI).

Wastewater

The City of Woodland is currently providing adequate municipal wastewater collection and treatment for urban customers. The current wastewater system infrastructure is adequate to serve existing users. The City has additional wastewater treatment and disposal capacity to handle additional wastewater flows.

The City is attempting to address wastewater discharge issues identified in the NPDES permit. Several of the concerns outlined in the permit have already been resolved. The City continues to work to address remaining issues.

The City is adequately planning for ongoing and future wastewater system needs. Public Works staff is planning for the repair, upgrade, or replacement of equipment and infrastructure at the WPCF and several thousand feet of sewer lines throughout the City. The City is implementing a program to systematically identify, prioritize, and implement necessary upgrades and repairs to the lines in its wastewater system through its Asset Management System. The City is implementing a new calibrated city sewer model to account for present, and plan for future, wastewater conditions and connections.

The City is also considering partnerships for wastewater service provision that may be mutually beneficial. The City of Woodland has additional wastewater capacity and is considering providing wastewater service to the City of Davis.

Storm Drainage

The City of Woodland is adequately providing municipal storm drainage and planning for areas within the City; however, the City will need to identify a funding source for future infrastructure improvements. The City has adequate stormwater drainage conveyance, detention, and retention capabilities. The current stormwater system infrastructure is adequate to serve the City during most major storm events, though street flooding does occur, and the City is planning for and collaborating on future improvements.

Urbanization of the undeveloped areas would increase stormwater runoff and will require adequate facilities and services. Future stormwater drainage facilities are required to be constructed by developers. The City of Woodland would be the most appropriate stormwater service provider upon development and urbanization within its SOI.

Solid Waste

The City of Woodland contracts with Waste Management Inc., a private waste management provider, to provide all solid waste services to the City. Solid waste services provided by WM are adequate. The City does not anticipate any changes that would significantly affect solid waste services within the City. Any increases in solid waste generation are to be handled by the WM. The City does not currently foresee any service issues within the next 20 years.

Circulation and Roadways

The City of Woodland is currently providing adequate roadway and circulation services to residents within the City. The City tracks current roadway conditions to determine which roadways require maintenance services. The current level of funding is limiting the provision of roadway maintenance services, although Measure E has enabled some significant roadway improvements. Although the current circulation infrastructure is adequate to serve existing users, it does not meet the City's own service goals. Future roadways in new developments are required to be constructed by developers to provide adequate circulation service.

Library

There are no set industry standards for library service; however, the practices and standards of other similar or nearby libraries provide some context for general or accepted levels of service. The Woodland Public Library, compared to other public libraries with similar profiles, is below average in one-third of the categories presented in statewide key ratios and performance indicators for libraries throughout the state. The allocation of funds from a proposed half-cent sales tax on the June ballot will help improve library hours and funding to provide circulation materials, literacy programs, educational activities, and other community events.

Parks and Recreation

The City of Woodland maintains an adequate number and range of parks, recreation facilities, and community services; however, some facilities cannot meet peak demands. The City has sufficient park acreage and parkland types. Park facilities are generally sufficient, but are in high demand during weekday evenings and seasonal weekends. The demand for facilities, such as athletic fields, sometimes exceeds capacity during the sports season.

The City has undergone significant structural changes in its Parks and Recreation Department, which has reduced service levels and affected its ability to meet prescribed standards. The ratio of employees to park acreage is not sufficient and does not meet minimum General Plan standards; however, City staff believes the overall management structure of the City is sufficient to account for necessary services and maintain a basic level of operations in an efficient and effective manner.

The City is planning for the improvement and construction of additional parks and recreational facilities to meet future demands. The City continues to plan for maintenance, upgrades, replacement, and construction of new parks and facilities, as necessary, through its Capital Improvement Program and Master Plan.

Law Enforcement

The Police Department provides generally sufficient law enforcement services; although the Department is having difficulty meeting prescribed patrol, staffing and response time standards due to reduced staffing. Current law enforcement facilities and equipment are adequate for current demands.

The City has short- and long-range plans for improving the level of law enforcement services within the City. It is uncertain to the level and extent the Police Department will need to expand to provide adequate service for future growth.

Fire Protection and Emergency Medical Services

The City of Woodland Fire Department provides an adequate level of emergency medical and fire protection service. The Department currently has a sufficient fire protection rating for service coverage and capability. The Department has an ISO rating of 3 in the City and 8B in the Springlake Fire Protection District.

Additional stations and staffing will be required to meet City goals and industry firefighting standards. The Department has identified a need for two additional fire stations to help maintain adequate response times in the City; however there is presently no money or source of funding for either station. According to City goals and professional standards, the Department is understaffed by at least 25-percent; however, the City is able to staff all the fire stations with at least one responding engine per station.

The Fire Department provides service to areas outside the City through contract and other agreements. These arrangements can reduce the coverage in the City, but the Department is part of a network that also supports the Department's fire protection needs. Additionally, the Department receives some funding for service to a portion of the Springlake FPD, which helps improve service for both agencies.

Emergency Communications and Dispatch

The Yolo Emergency Communications Agency (YECA) provides adequate emergency communications and dispatch services to the City for Police and Fire. YECA has an adequate level of staffing for emergency communications and dispatch services.

YECA has conducted adequate short- and long-term planning for its member needs. YECA is addressing deficiencies in its radio system infrastructure and call software programs and databases that were identified in its planning and implementations strategy.

**Financing**

Services provided by the City of Woodland are primarily funded by the taxes and utility fees. Fees are charged for services such as water, wastewater, storm drainage, solid waste, and municipal services. The City's expenditures are currently exceeding revenues. The City reduced spending and used reserves to offset losses in FY 08/09, while attempting to address the imbalance through the budget process.

Future growth is not expected to have a significant negative impact on the City's future financial status. Future growth is required to pay its fair share to upgrade and expand municipal utilities to adequately serve new development without negatively affecting current residents.

**Rate Restructuring**

Most fees charged are currently adequate with the exception of drainage fees. The drainage fund is operating at a deficit. Voters rejected a fee increase for drainage in 2007 and the City is considering taking another drainage fee increase to the voters sometime in the near future.

Future service upgrades and expansions to serve new developments will be funded by development impact fees and connection fees. The fees, when updated as appropriate, should be sufficient to fund the required service expansions and upgrades for new users.

**Facilities Sharing**

The City is able to effectively share facilities and services with other similar service providers-to reduce costs.

**Cost Avoidance**

The City appears to utilize a sufficient range of cost avoidance opportunities; including facilities sharing, use of volunteers, mutual aid, contracting of selected services, and risk management.

### Local Accountability

The City of Woodland maintains a sufficient level of accountability in its governance. Public meetings are held in compliance with Brown Act requirements. Information regarding the City is readily available to members of the public.

### Management Efficiencies

The City of Woodland works to meet its goals for each service provided. The City is undergoing significant structural changes in its Parks and Recreation Department; however, the overall management structure of the City is sufficient to account for necessary services and maintain operations in an efficient and effective manner.

### Government Structure Options

The proposed Sphere of Influence for the City of Woodland promotes logical and orderly boundaries. The updated SOI is appropriate to accommodate and adequately serve the projected growth of the Community within the next 10 and 20 years.

# 9.0 SPHERE OF INFLUENCE DETERMINATIONS

The Sphere of Influence (SOI) determinations analyze the appropriateness of the City's SOI boundaries, relative to the capabilities of the service provider and future growth. The SOI contains the probable physical boundaries and probable service area of the City over the next 20 years.

Yolo LAFCO's methodology for SOI lines has a requirement for a 10-year growth boundary for immediate growth and projected service extension, along with the required 20-year long term growth boundary. The SOI delineates the service capability and expansion capacity of the City's services. The 10-year line will represent the ability of the City to provide adequate services within ten years. The 20-year line will show the long-term expectations of the provision of municipal service influence, impact, and control.

Areas inside the City's urban limit line, shown in **Figure 3.0-2**, were considered for inclusion within the City's SOI based on considerations in the Municipal Service Review as well as LAFCO policies and considerations. Land inside the urban limit line was divided into different areas for evaluation and designated Area A through Area J to facilitate discussion and analysis below. **Figure 8.0-1** shows these areas.

Generally, land included in the Sphere of Influence includes one or more of the following characteristics: it is developed, it is substantially surrounded by the City's boundaries or development, it receives services from the City, it is city-owned property with existing municipal services, it is not viable for long-term agriculture, and/or is required to accommodate the City's projected growth.

Land excluded from the Sphere of Influence has one or more of the following characteristics: it is prime agricultural land, it is actively being farmed, it includes large parcels that are viable for farming, it is not adjacent to the City's boundaries, it is premature for development as it has not been included in the City's urban limit line, and/or it has no defined land uses.

## SPHERE EVALUATION AREAS

### Area A

These parcels are excluded from the Sphere of Influence. These parcels are currently in agriculture. Several of the parcels are large parcels that are more viable for large scale farming. LAFCO policy discourages boundaries that split legal parcel boundaries and the parcel southwest of the interchange splits a larger parcel. The remaining parcels are physically separated from the City by I-5. Additionally, the City of Woodland General Plan has not evaluated the impact of development on these parcels in its General Plan EIR.

### Area B

This area is included in the 10 year Sphere of Influence because many of the parcels are not suitable for farming, are substantially developed, receive sewer or water service, and/or are substantially surrounded. Parcels on the west, south and east are smaller parcels, most of which are developed. Five parcels in this area receive sewer and water service and two receive water. Parcels at the northwest corner of East Street and Kentucky Avenue are substantially surrounded by the City.

### Area C

This area is included in the 20-year sphere of influence. It includes the Barnard Court properties and several larger parcels, each greater than 35 acres, which are currently in agriculture. Though these parcels are in agriculture, their long-term viability is in question considering they are largely surrounded by development. The City limits are on the east and south and Barnard Court is on the north. The Barnard Court parcels have been subdivided into two lots and two of the five parcels currently receive sewer and water service. The property owners for this area are also under agreement with the City for eventual annexation. According to LAFCO law, this territory may not be annexed to the city unless it is contiguous to the city at the time a proposal is initiated. The agricultural parcels would need to be annexed prior to or concurrent with the Barnard property.

### Area D

This area is included in the 10-year Sphere of Influence. Industrial and commercial development with certain flood protection measures is allowed in this area. The City had previously restricted growth in this area due to its designation in the deep flood zone. This designation will be removed. A 2002 FEMA flood map identified areas of increased flood depths (up to four feet) in the northeastern sections of the City. As a result, the City instituted a policy (Policy 8.B.3) that prohibited development of areas that were subject to deep flooding; this policy was not a FEMA requirement. Due to new analysis that showed flood depths to be two feet less than previous FEMA data, FEMA has conditionally agreed to amend its maps. The City recently repealed its policy restricting development in deep flood areas.

There are several considerations for development or other uses in this area. The City is considering potential solar uses on one of the properties. The City has identified the site for a potential water tank to help meet future water demand. There is also general interest in development for the area.

**Area E**

The area is included in the 10 year sphere of influence. This area is substantially surrounded by the City. The northernmost parcel is owned by the City. It is a former wastewater disposal area. The 113-acre parcel is currently proposed for development. The remaining five parcels on the southeast are developed or used for industrial purposes.

**Area F**

This area is included in the City's ten-year Sphere of Influence. A portion of this area will be used as a right-of-way for utilities, primarily water transmission pipelines, in the Woodland-Davis Water Supply Project. Regional facilities for this project, including transmission pipelines, are expected to be completed by 2015. The Project is expected to be completed and operational by 2016.

The City's General Plan designates this area as urban reserve; this type of land use is not defined. The northwest parcel in this area is adjacent to industrial development. The City's spray fields are south of the area.

**Area G**

This area has been included in the City's ten year Sphere of Influence. The area is substantially surrounded by the City (including the Wastewater Treatment Plant) and portions of it are in use or proposed for development. The City owns the southernmost parcel, which the City uses for drainage purposes. A salvage yard is also located at the south end of the City-owned parcel along CR 25. The parcel north of the City-owned parcel and south of CR 24 includes a small golf course and driving range and a dismantling and steel yard. The parcel north of CR 24 appears to be in agricultural use, but it is currently proposed for Commercial development. The parcel north of the wastewater treatment plant is city-owned and used for drainage. The two remaining parcels south of I-5 are vacant.

**Area H**

This area is included in the City's 10-year sphere of influence. This is the Master Plan Remainder Area. The planned residential units in the Master Plan Remainder Area will be required to accommodate residential growth out to 2020 and a portion of growth out to 2030.

**Area I**

This area is excluded from the Sphere of Influence. The land in this area is prime agricultural land that is in agricultural production. Most of the parcels are over thirty acres. The boundary south of CR 25 A and east of Highway 13 splits two parcels. LAFCO policy discourages boundaries that split legal parcel boundaries. The two parcels south of CR 25A, east of Highway 113, and east of CR 100 A are in Williamson Act Contract. These parcels were non-renewed in 2006 and are expected to be out of the Williamson Act Contract by 2016.

**Area J**

This area has been included in the City's ten year Sphere of Influence. The Yolo County Fairgrounds are located on the one parcel in this area, which is completely surrounded by residential uses in the City. The parcel is state-owned.

## SOI DETERMINATIONS

1. The present and planned land uses in the area, including agricultural and open space lands.

   Land uses within the City are primarily urban. The City's phased community growth, infill policies, and focus on maintaining a centralized downtown has resulted in little vacant land within the City, with the more recent exception of the Spring Lake Development. Additionally, state and local agricultural policies have directed growth into the City ensuring overall compact development.

   Agricultural lands surround most of the City and existing developed areas. Most of the agricultural lands immediately adjacent to the north, east, and south of the City contain prime farmland and are currently in use for agricultural purposes. Lands under Williamson Act Contract surround the City, outside the proposed SOI. Contract lands are farthest removed from the City's boundaries on the north and northeast. The City also designates land inside its "General Plan Area" and outside its "Planning Area" for agriculture and open space. The City's General Plan Area is bound on the north by Cache Creek, on the east by the Yolo Bypass, on the south by CR 27, and on the west by CR 93 and includes the two unincorporated communities of Willow Oaks and Monument Hills on the east.

   The City's "Planning Area" is inside its General Plan Area and includes all land designated or to be considered for future development as part of Woodland. The Planning Area includes land surrounding the City within the Urban Limit Line and property south of the City's Spray Fields, which are east of the wastewater Treatment Plant. The primary focus for new growth surrounding the City is towards the northwest, northeast, and east. Primary land uses identified include Industrial and Business Park uses. Urban Reserve uses were also identified for areas in the east of the City; however, this designation is not defined. Land in the Willow Oak and Monument Hills area is designated for Public Service, Rural Residential, and Neighborhood Commercial uses.

2. The present and probable need for public facilities and services in the area.

   Present needs for public facilities and services in the proposed area are currently being met by the City of Woodland, Yolo County, and special districts.

   The City currently provides water and wastewater services to areas outside the City, but within the proposed sphere of influence. The City provides water and sewer service to the Westucky, Pirmi, and Barnard Court properties. The City provides water service to the Volkl property.

The City also provides fire protection services to a portion of the Springlake Fire Protection District. This District is partially within the existing and proposed SOI.

Probable needs for public facilities and services in the proposed area to support urban uses will be defined once specific land use planning has occurred. Currently, there are two proposed developments within the proposed SOI that would require the extension or construction of municipal facilities and services.

It is anticipated that all urban municipal services would be required upon development of these areas. The City will adopt infrastructure improvement and financing plans to accommodate development consistent with the General Plan.

3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

Present needs for public municipal facilities and services within the City of Woodland are currently being met. The Municipal Service Review provides a more detailed discussion of the services provided by the City and their present capacities. The City will define future capacities necessary to adequately serve urbanization and build out of the City’s Sphere of Influence when specific developments are proposed.

The City is currently in the process of updating several plans and projects that include future infrastructure and facilities to adequately serve future projected growth. The City is also planning for and maintaining facilities and infrastructure through its Capital Improvement Projects program.

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

Social and economic communities of interest in the area include the unincorporated area north of Kentucky Avenue and west of N. West Street.

## 10.0 ENVIRONMENTAL REVIEW

It is recommended that the Commission accept the 1996 Woodland General Plan EIR as the appropriate environmental review for the Draft City of Woodland Sphere of Influence. The 1996 Woodland General Plan Environmental Impact Report (EIR) reviews areas that also contemplated in the Draft Woodland Sphere of Influence. The EIR provides a thorough and complete analysis of impacts for development identified for inclusion in the Sphere. The EIR evaluates, and mitigates to the extent possible, the impacts of development on land use, housing, and population; transportation and circulation; public facilities and services; recreational, educational, and community services; historic and archaeological resources; environmental resources; and health and safety.

# 11.0 REFERENCES

CITY OF WOODLAND STAFF CONTACTS AND DEPARTMENTS

Brent Meyer, Community Development

Carrey Sullivan, Police

Cynthia Norris, Community Development

Daniel Hewitt, Technology Services

Douglas C. Baxter, Public Works

Heather Muller, Woodland Public Library

Jimmy Stillman, Community Development

Katie Wurzel, Community Development

Kimberly McKinney, Administrative Services

Linda Schaupp, Community Development

Mark Cocke, Public Works

Paul Siegel, Community Development

Rob Sanders, Public Works

Roberta Boegel, Woodland Public Library

Rosie Salas, Public Works

Shelby McNay, Police

Sue Vanucci, Administrative Services

Tami Burnham, Community Development

Tod Reddish, Fire

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General Plan, 2002

Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2009

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www.cityofwoodland.org

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2009/2010 Final Budgets Yolo County Transportation District, June 8, 2009

California Integrated Water Quality System Project (CIWQS) NPDES Report

# Proposed City of Woodland Sphere of Influence

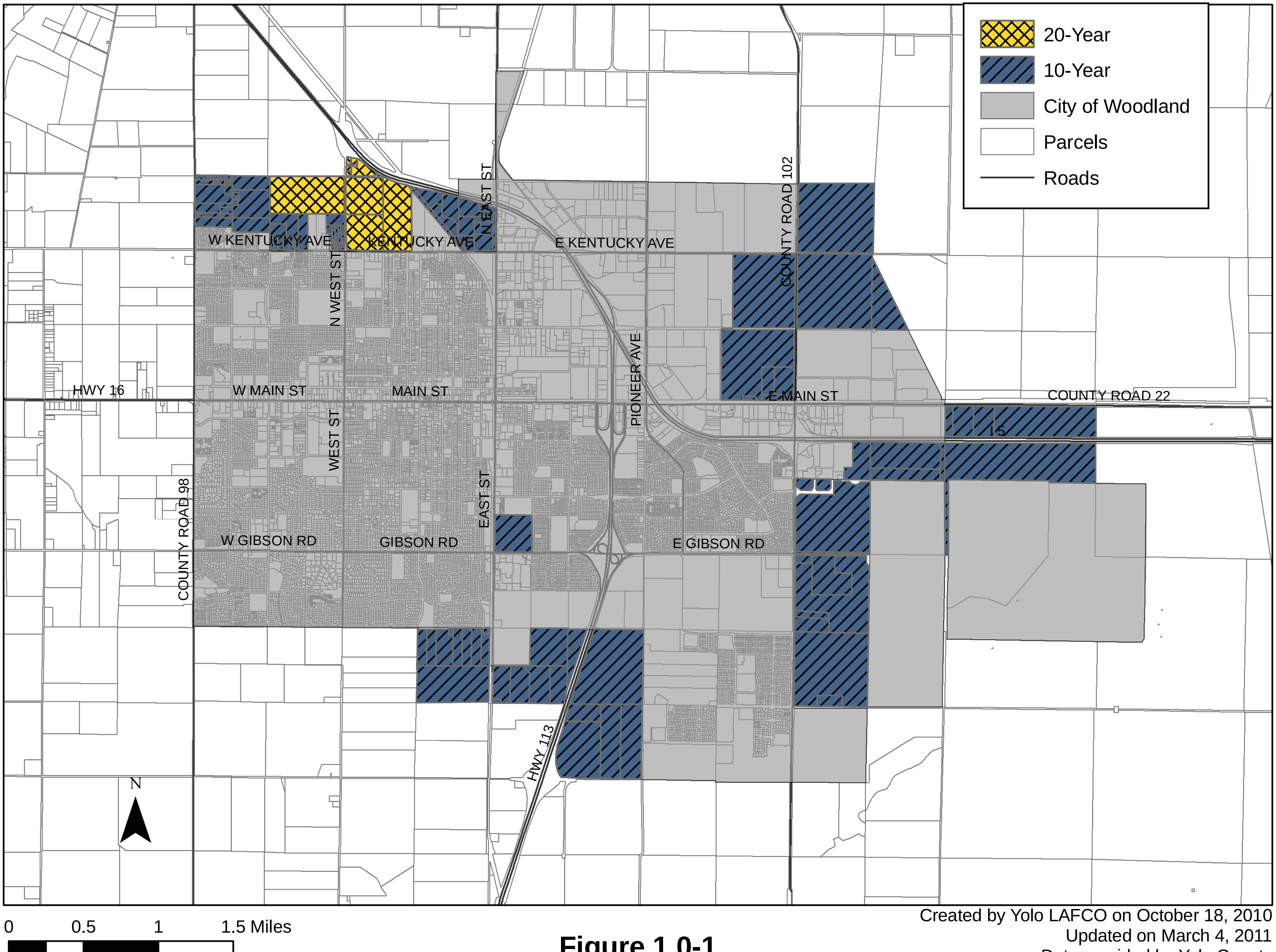
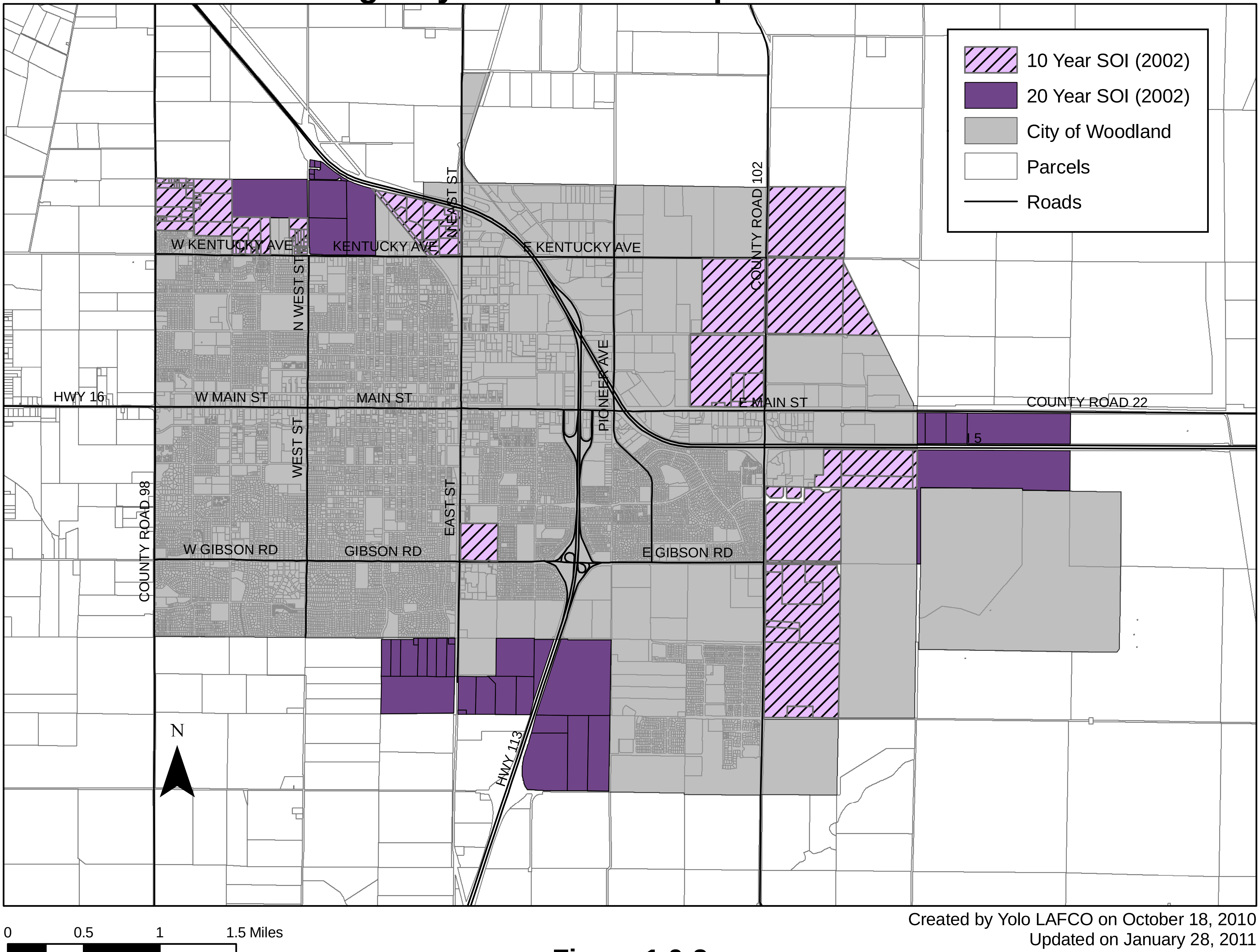



**Figure 1.0-1**

Created by Yolo LAFCO on October 18, 2010
Updated on March 4, 2011
Data provided by Yolo County

# Existing City of Woodland Sphere of Influence




Created by Yolo LAFCO on October 18, 2010
Updated on January 28, 2011
Data provided by Yolo County

Figure 1.0-2

# Changes to Existing Sphere of Influence

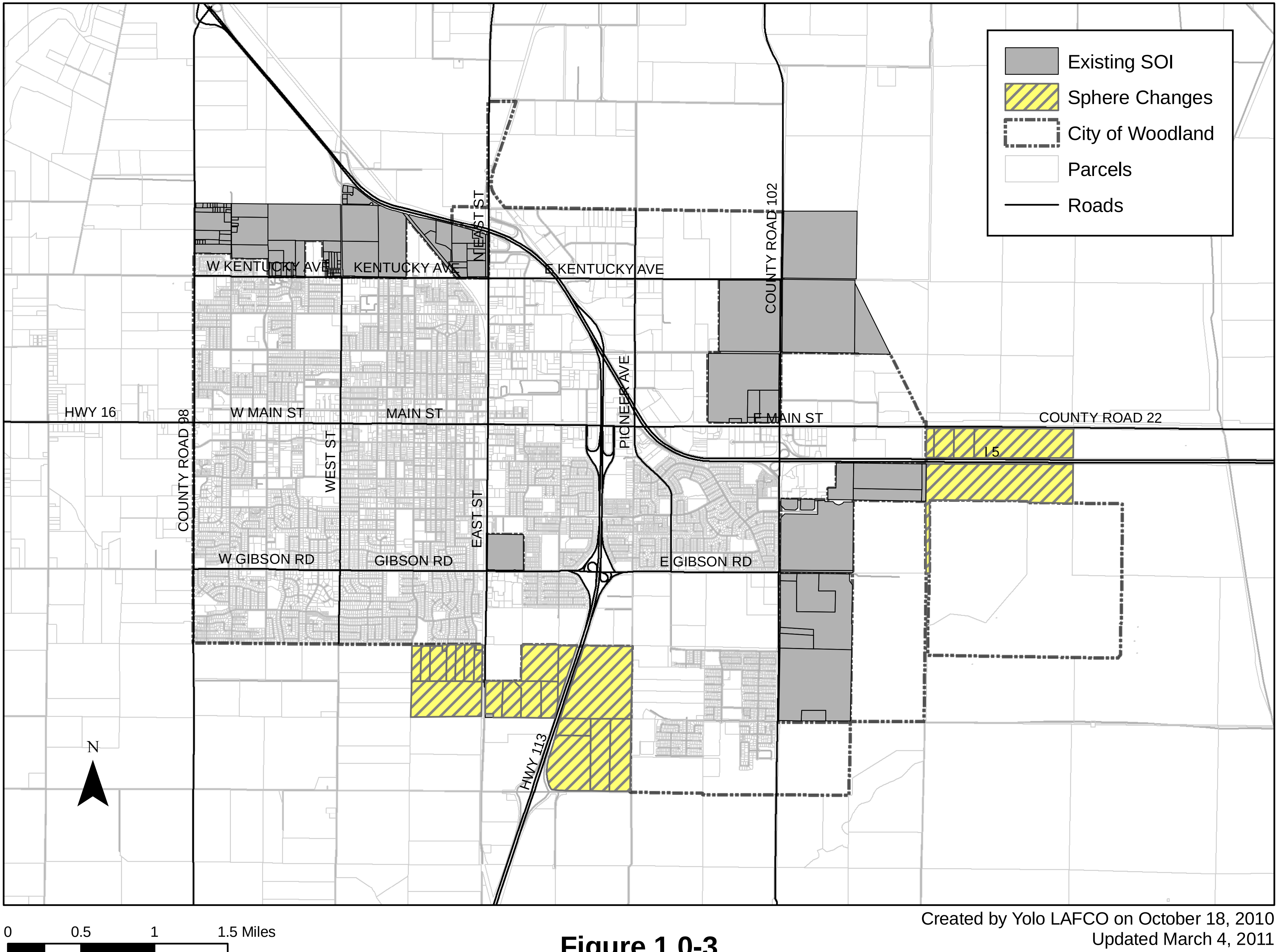



Figure 1.0-3

Created by Yolo LAFCO on October 18, 2010
Updated March 4, 2011
Data provided by Yolo County

# Prime Soils and Williamson Act Land

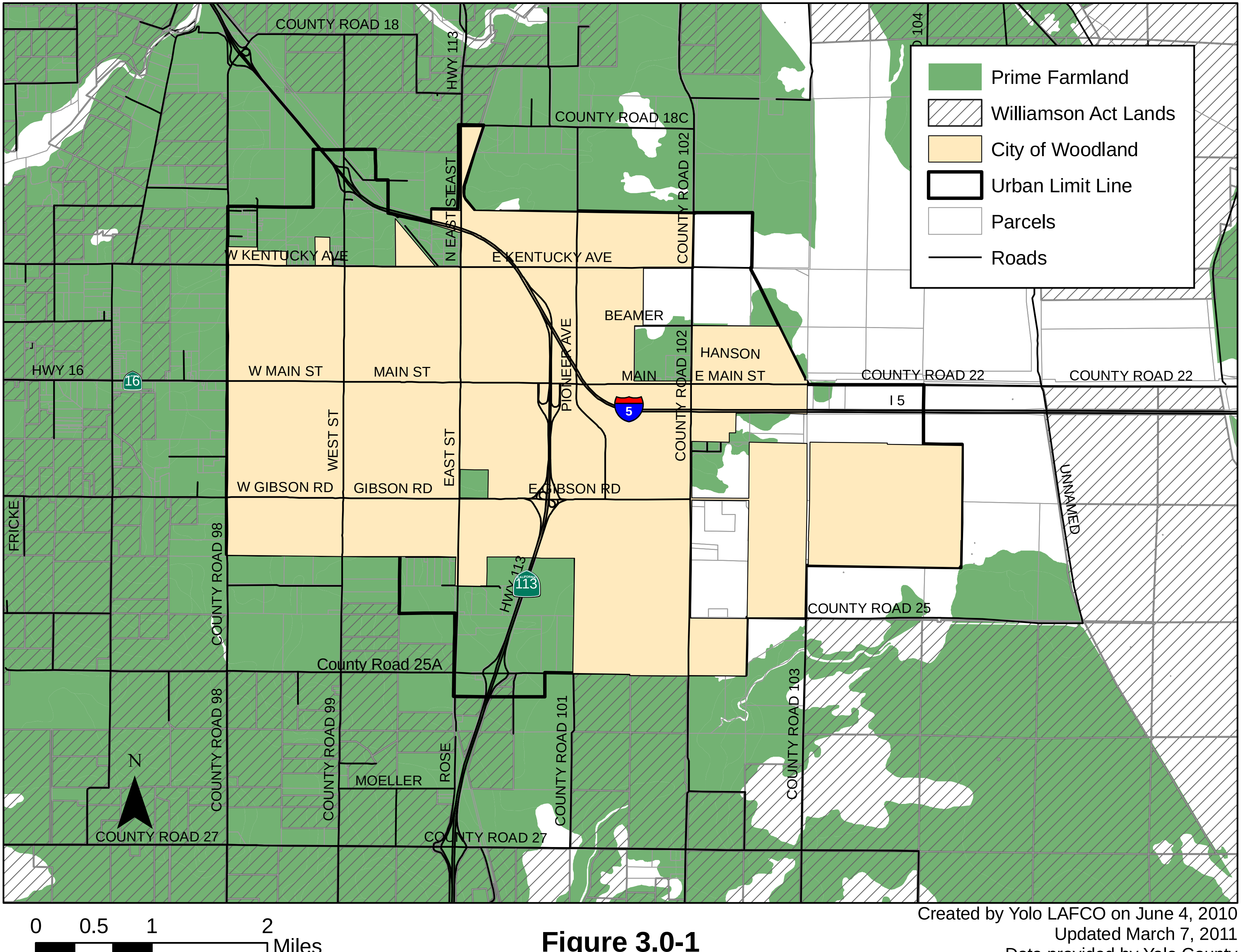



**Figure 3.0-1**

Created by Yolo LAFCO on June 4, 2010
Updated March 7, 2011
Data provided by Yolo County

# Urban Limit Line

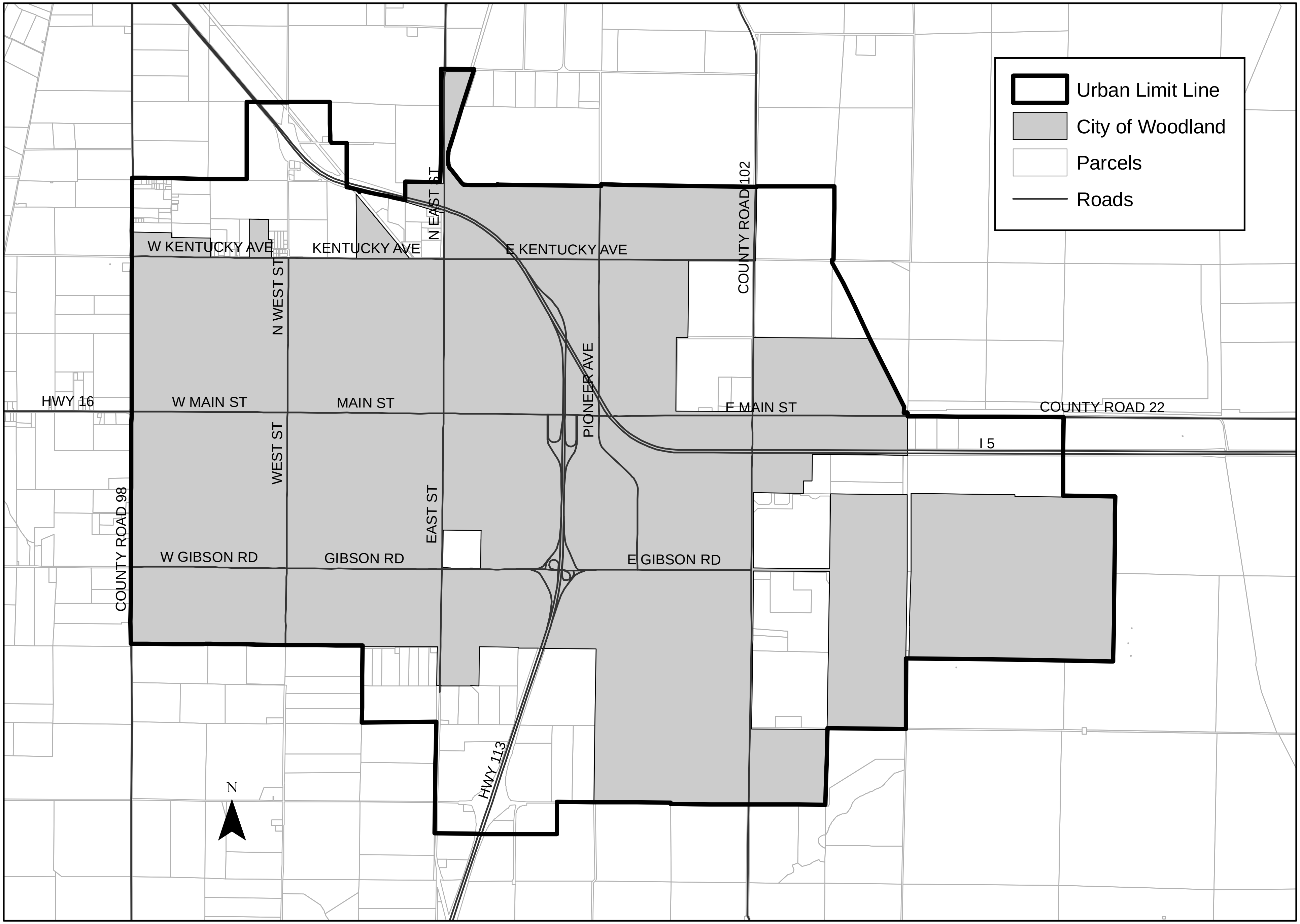



Figure 3.0-2

Created by LAFCO on October 13, 2010
Updated on January 28, 2011
Data provided by Yolo County

# Islands

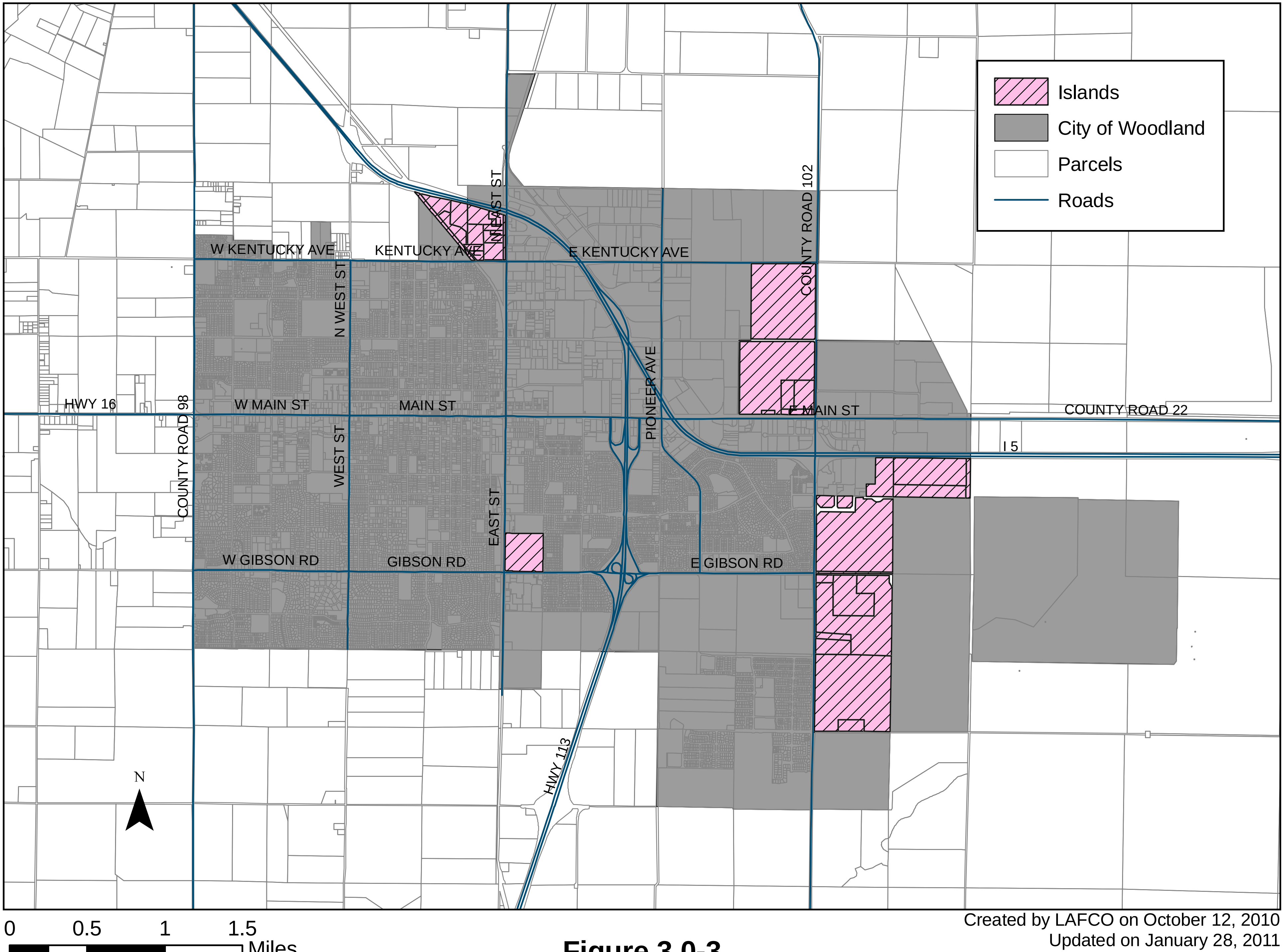



**Figure 3.0-3**

Created by LAFCO on October 12, 2010
Updated on January 28, 2011
Data provided by Yolo County

# City-owned Land Outside the City

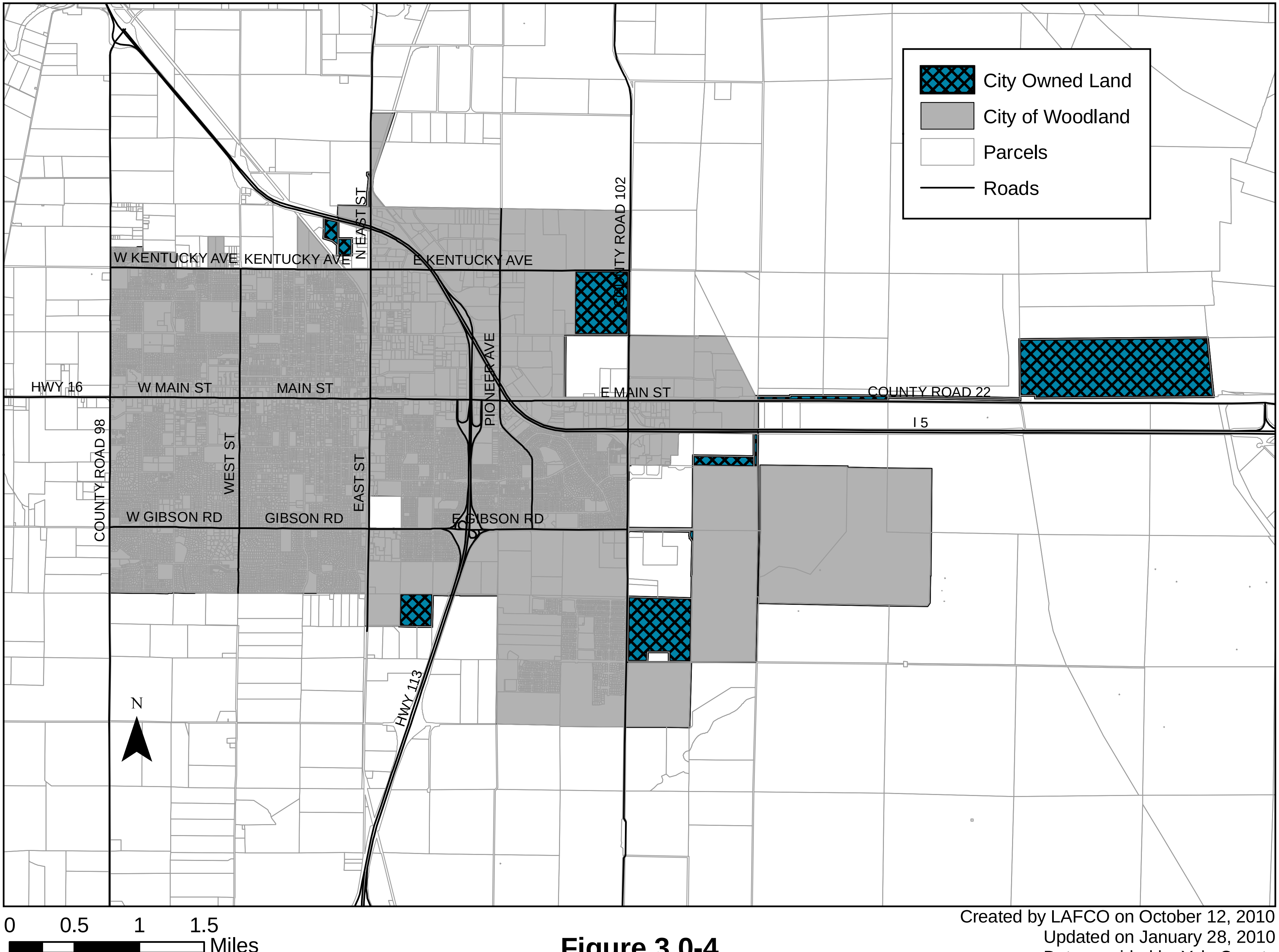
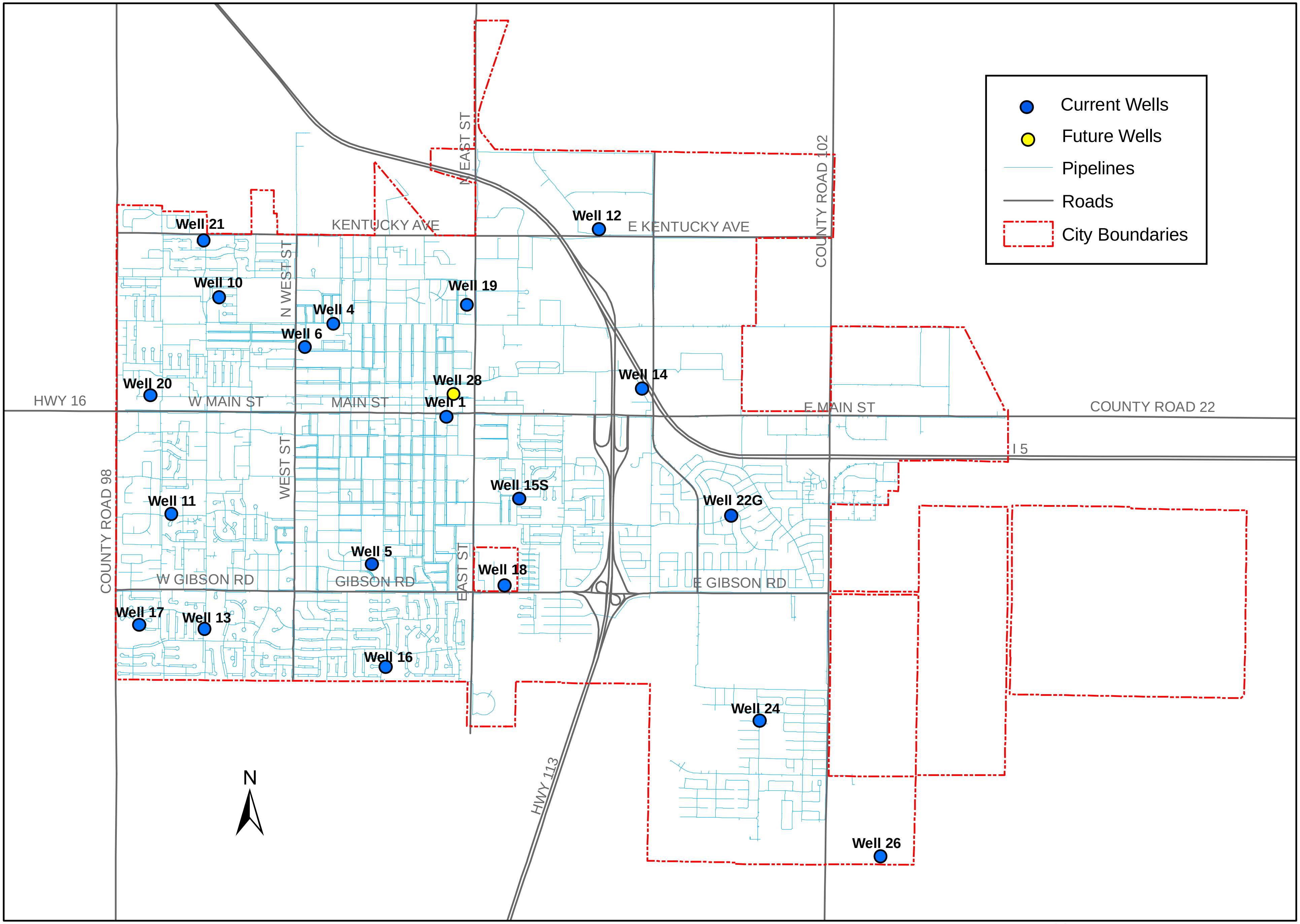



Figure 3.0-4

Created by LAFCO on October 12, 2010
Updated on January 28, 2010
Data provided by Yolo County

# Water Supply and Distribution System




0 0.5 1
Miles

**Figure 4.1-1**

Created by LAFCO on August 2, 2010
Updated on January 28, 2011
Data provided by Yolo County

# Wastewater System and Facilities

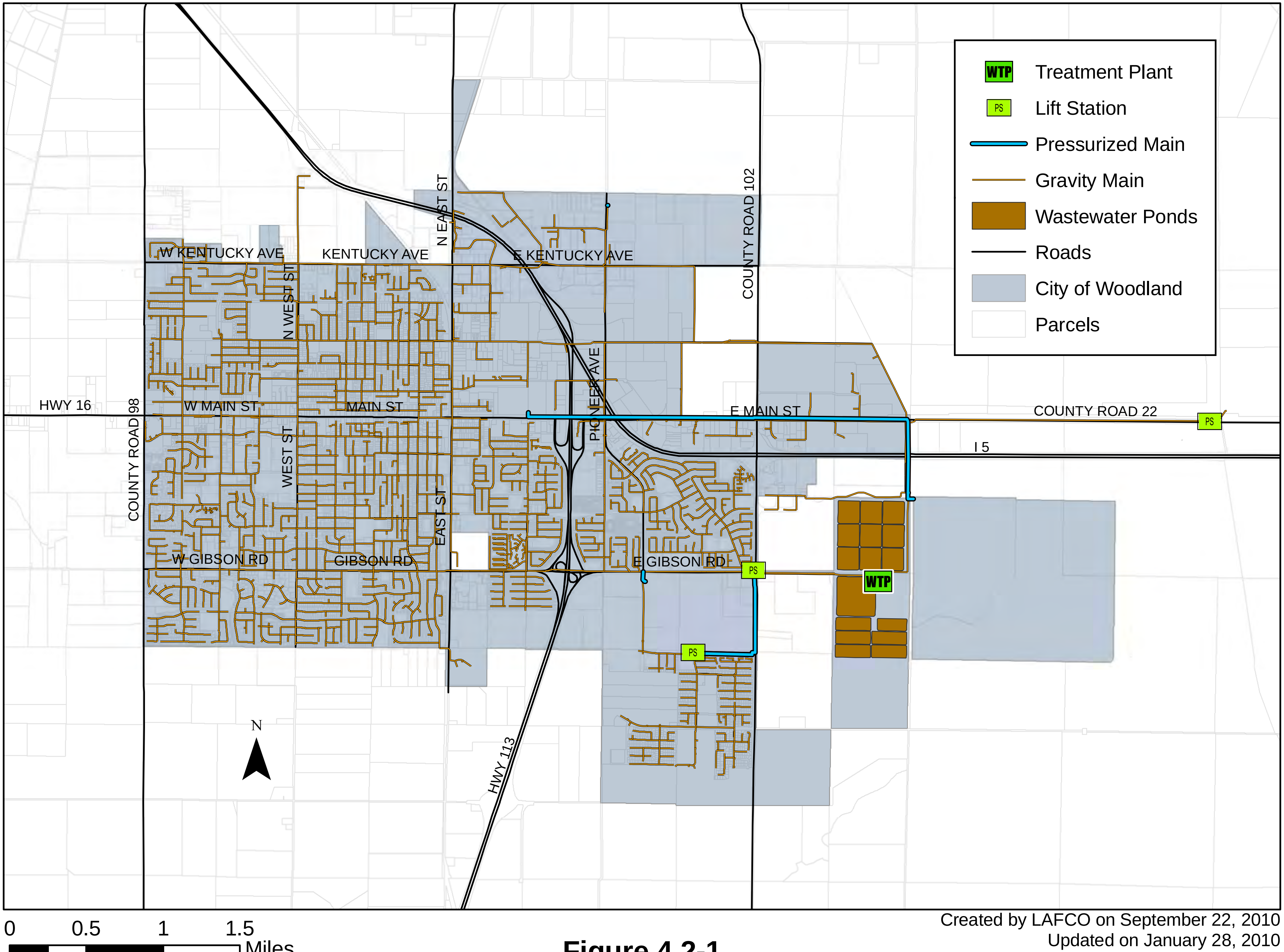



**Figure 4.2-1**

Created by LAFCO on September 22, 2010
Updated on January 28, 2010
Data provided by Yolo County

# Draft FEMA Flood Zones

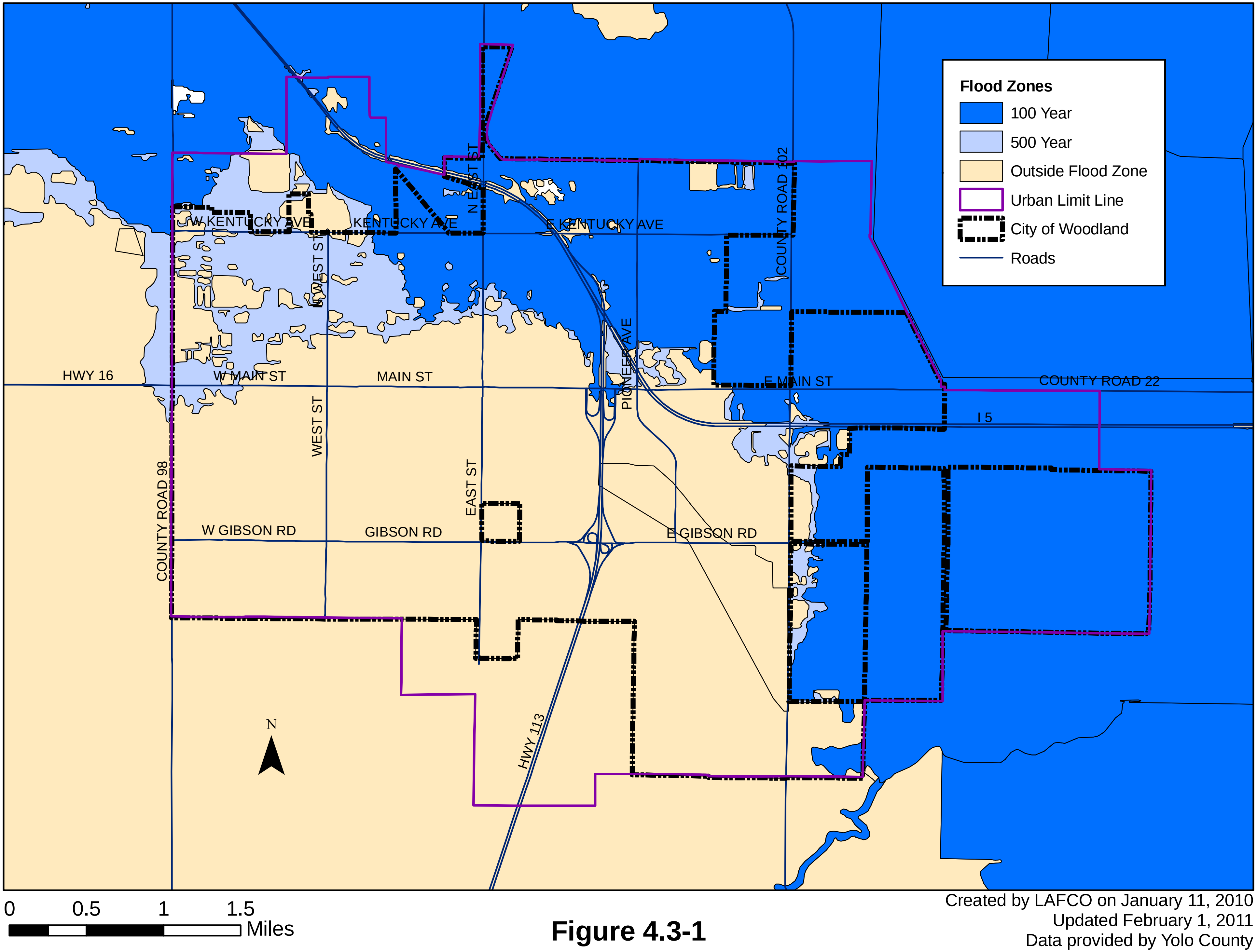



Figure 4.3-1

Created by LAFCO on January 11, 2010
Updated February 1, 2011
Data provided by Yolo County

# Drainage System and Facilities

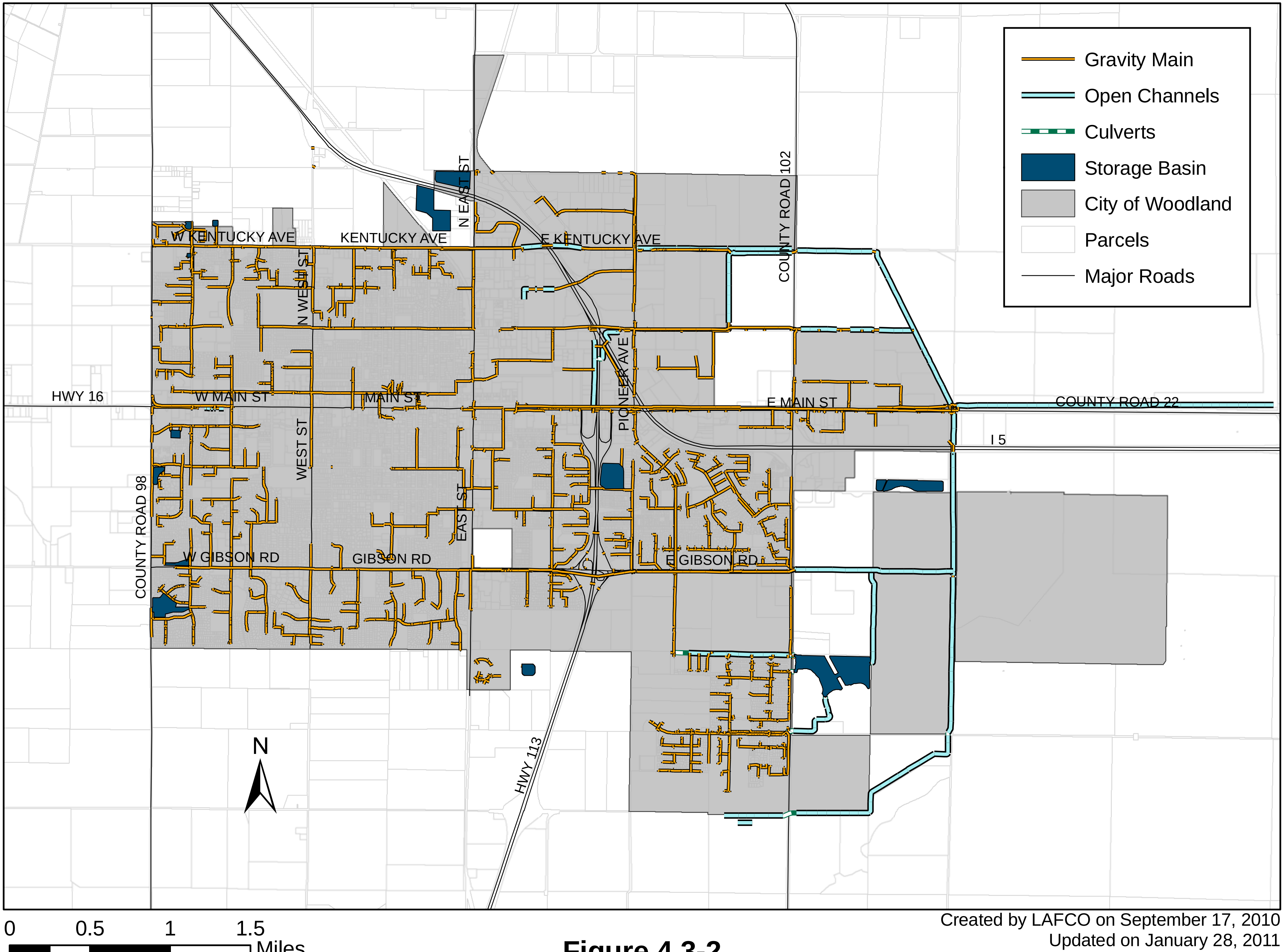
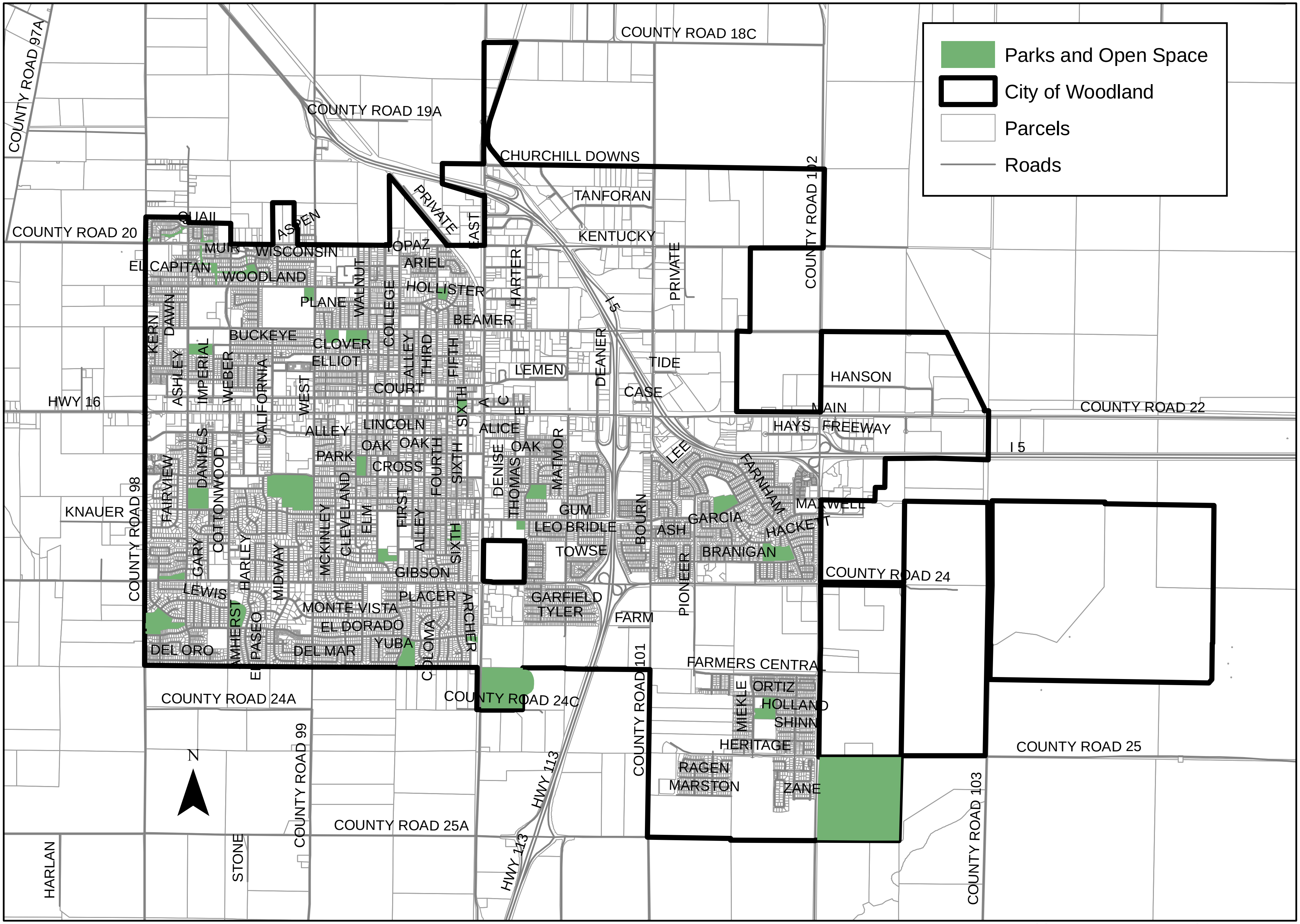



Figure 4.3-2

Created by LAFCO on September 17, 2010
Updated on January 28, 2011
Data provided by Yolo County

# Parks and Open Space




0 0.5 1 1.5 Miles

**Figure 4.7-1**

Created by LAFCO on October 13, 2010
Updated on January 31, 2011
Data provided by Yolo County

# Fire Department Service Area

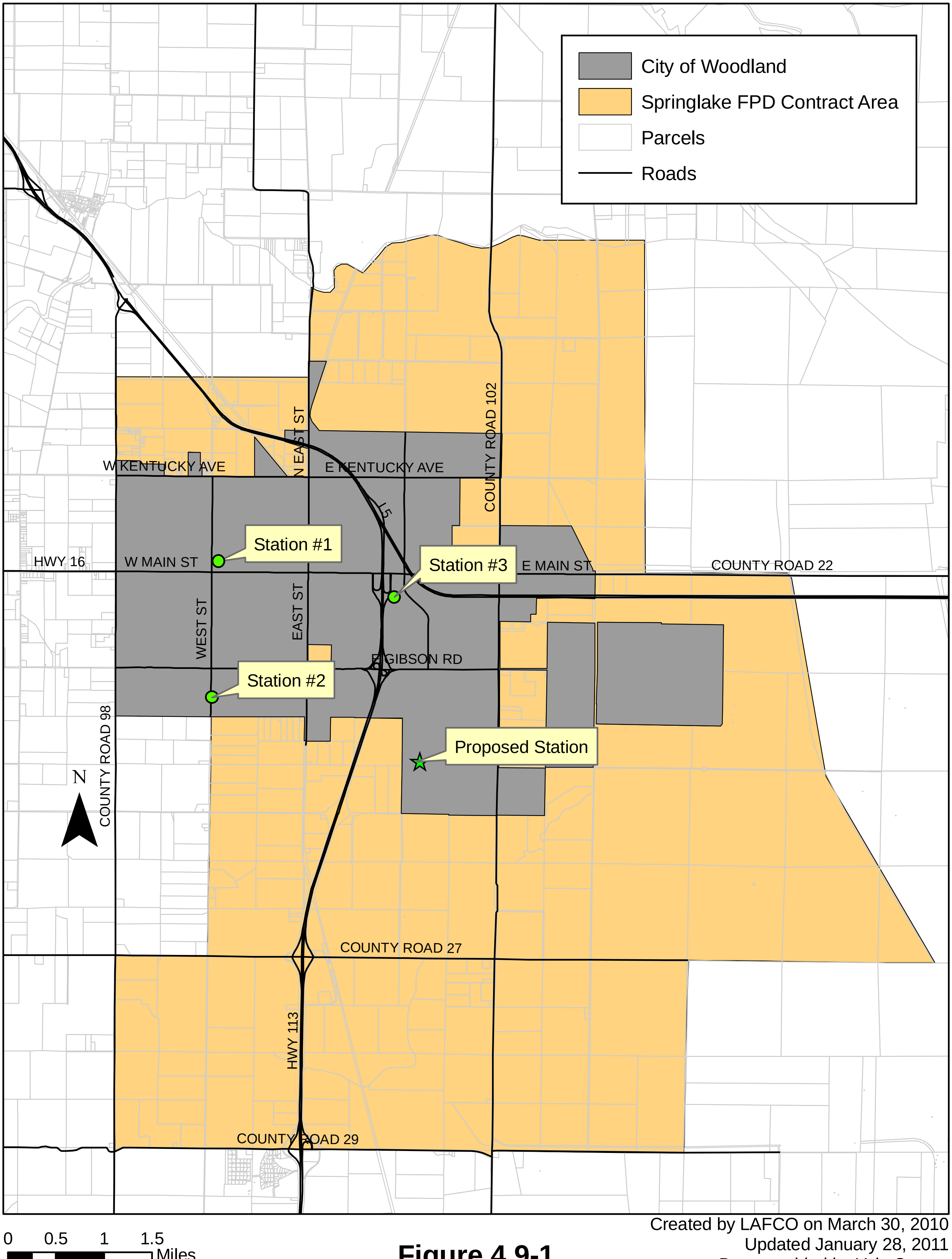



**Figure 4.9-1**

Created by LAFCO on March 30, 2010
Updated January 28, 2011
Data provided by Yolo County

# Sphere of Influence Evaluation Areas

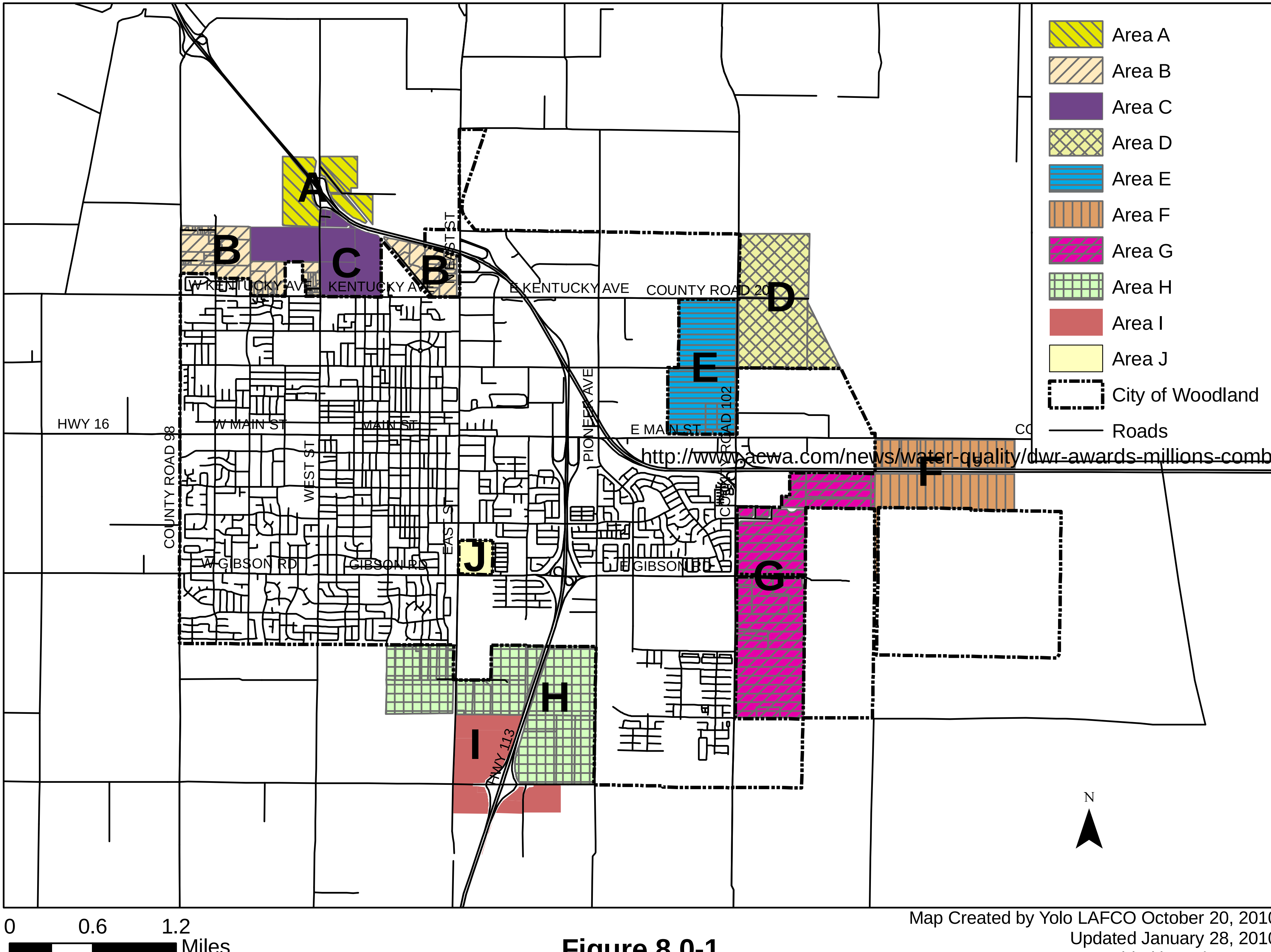



**Figure 8.0-1**

Map Created by Yolo LAFCO October 20, 2010
Updated January 28, 2010
Data Provided by Yolo County

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: FY 2011 through FY 2013 Capital Budget Mid-Year Adjustments

**Report in Brief**

The City of Woodland has a Capital Budget, separate from the annual Operating Budget, which presents the funding plans for City construction and repair projects and purchases of land, buildings and equipment. The Capital Budget represents the first three years of the City's 10-year Capital Improvement Plan (CIP) and is designed to be consistent with respective master plans, the Major Projects Financing Plan (MPFP), Measure E spending plan and other Council adopted plans.

The FY 2011 Capital Budget was adopted on June 22, 2010. Since that budget adoption, the City has made minor funding shifts, within fund, between projects to expedite project delivery.

Because the 10-year CIP is reviewed and updated annually, staff works to minimize the need for Council to assess and approve project funding changes on a project by project basis. Instead, minor changes to project funding or the addition of new projects are approved at the Finance Officer level and summarized for Council approval during the mid-year adjustments. These changes were authorized by Council last year with updated Capital Budget Policy language.

Staff recommends that the City Council approve an increase to the FY 2011-FY 2013 capital budget for Project 09-18, East & Main Street Storm Deficiency Replacement/Repair project by transferring available funds from other approved projects (project increase from $181,000 to $285,871) and; add Project 11-23: Regulatory Closure of Old City Landfill to the approved Capital Budget.

**Background**

On June 29, 2010, Council authorized the City Manager to enter into contract with the lowest responsive/responsible bidder for the East & Main Street Storm Drain Deficiency Project. Although the project budget was sufficient to cover the construction contract, additional funds were needed for project contingency and ancillary administrative costs. Additional approved funds were identified in projects #09-12 (pre-engineering for RDA projects), #11-12 (Yolo County Courthouse) and #07-31

(Sewer Line Rehabilitation) that were available in the appropriate funds to cover design, engineering and project management costs associated with the Storm Drain Deficiency project.

The new project, #11-23: Regulatory Closure of Old City Landfill (Regional Park site), has been discussed for many years although not included in the Capital Budget since the late 1990's. Based on initial environmental review, it is now important that the necessary studies are completed and a final closure plan needed for the Regional Water Quality Control Board acceptance is completed. The desired outcome is to obtain state concurrence that the fill is not a public health concern and no additional environmental monitoring is needed or obtain state concurrence on a plan for acceptable corrective actions. The project is being added to the Capital Budget now so that the appropriate environmental services may be engaged to move forward on the project. The total project budget is $295,000; however the FY 2011request is limited to $25,000. This project, if it is feasible, will need to be considered for additional funding as part of the FY 2012 capital budget process.

## Discussion

The proposed project changes in this mid-year budget are minimal. Comprehensive project review will begin later this month as staff begins work on the FY 2012 through FY 2014 capital budget process and update to the 10-year CIP. During that process, a thorough review of development assumptions, previous year shortfalls, future anticipated revenues and overall project prioritization will occur. Unfortunately, the current economic conditions, updated development assumptions and the revised Measure E forecasts will make this process very challenging. The City Council should note that every project will need to be carefully reviewed.

## Fiscal Impact

The additional funds needed for project #09-18 are available within already approved projects. This action formally documents the funding shifts between projects. Funding for the new project, #11-23 is available from fund 250, the Solid Waste/Recycling Fund. As stated above, the request is for $25,000 for FY 2011. Since the inception of the recycling fee, a contingency amount has been set aside for future clean-up of the Regional Park site. Funding for this environmental work is available from within this contingency set aside. There is no impact to the General Fund.

## Public Contact

Posting of the City Council agenda.

## Alternative Courses of Action

1. Approve an increase to the FY 2011-FY 2013 capital budget for Project 09-18, East & Main Street Storm Deficiency Replacement/Repair project by transferring available funds from other approved projects (project increase from $181,000 to $285,871); and add project 11-23: Regulatory Closure of Old City Landfill to the approved Capital Budget.

2. Do not approve the modifications to the Capital Budget for FY 2011-FY 2013 and give staff alternative direction.

## Recommendation for Action

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Lynn Johnson
Sr. Management Analyst

Reviewed by: Kimberly McKinney
Finance Officer

__________________________
Mark G. Deven
City Manager

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Fiscal Year 2010/11 Mid-Year Operating Budget Adjustments

**Report in Brief**

The FY 2011 operations and maintenance budget originally adopted on June 22, 2010 requires revision to take into consideration revised projections for all General Fund related revenues as well as known changes and estimated revisions to personnel costs and supplies and services budgets. Net impact to the General Fund of all changes described herein is a positive $213,210.

In addition to General Fund changes, several of the City's enterprise and special revenue funds require various revisions and appropriations for purchase order rollovers.

Staff recommends that the City Council review and approve the mid-year adjustments as described herein.

**Background**

On June 22, 2010, the City Council adopted the FY 2011 General Fund budget that included strategies to close a $5.8 million budgetary shortfall. In summary, the shortfall was addressed through revenue enhancements made possible by the passage of the quarter-cent sales tax measure (Measure V) on June 8, 2010 and significant expenditure savings through service level reductions, an early retirement program and layoff of 5.5 employees. These reductions came after two consecutive years of significant cutbacks, salary reduction programs and use of one time revenues.

Actual operating results for the General Fund in FY 2010 were worse than expected. While expenditures came in on budget, despite major downward revisions during FY 2010 mid-year budgets, revenue results continued to be troublesome. Revenues from development related activity fell short of budgetary estimates by more than $500k, anticipated one-time revenues from a developer purchase of land of $232k did not materialize, and other shortfalls in property taxes, franchise fees and parking fines contributed to a negative budgetary variance and a total FY 2010 shortfall of $963k. This depletion of fund balance was not anticipated during the preparation of the FY 2011 operating budget or 10-year financial plan.

Long range financial planning is a critical component of the City's efforts to achieve fiscal sustainability. An important component of this planning is the City's reserve levels. Despite the FY 2010 shortfall, staff is not recommending a correction within the FY 2011 mid-year budget adjustments as such action would seriously impact current year service levels. As discussed during the October 12 Study Session on fiscal issues, the shortfall will be corrected over the next two or three fiscal year budgets through operational changes and holding the line on total employee compensation in order to avoid or minimize further service level reductions. Building back the General Fund reserve and revising fiscal priorities to adjust to the termination of the quarter-cent sales tax measure will also be the focus of updated 10-year Plans.

## Discussion

A number of changes to both revenues and expenditures have occurred since the original preparation of the FY 2011 budget. Staff has received actual property tax distributions, solicited input from the City's sales tax consultant and each department has reviewed their respective revenue expectations. Changes to expenditures are based on known changes and analysis of trends, primarily in personnel and discretionary supplies and services appropriations.

In addition to the General Fund, there are also various changes that need to be made to other funds to take into consideration purchase orders that have been rolled into the current fiscal year, as well as other modifications and clean up.

### *General Fund*

**Revenues**:

One Time Revenues: In connection with the regional courthouse project with the State of California Administrative Offices of the Courts, a well site will be relocated onto City owned property (Freeman Park). As part of this relocation, the Redevelopment Agency will purchase land from the City for an agreed upon amount of $535,000. The State AOC will reimburse the Agency for this purchase as presented during the March 1 Council meeting.

Other Revenues: In July and August 2010, two major development projects paid General Fund fees that had been anticipated in FY 2010. While this timing difference had a negative budgetary impact in FY 2010, it also creates a positive variance of $134,500 in FY 2011. Revenues related to recreation programs and park rental activities are trending to produce about $118,000 more than budget. Revenues related to fines, particularly in the area of vehicle code, parking fines and booking fees are expected to have a shortfall of $160,000 in FY 2011. All other revenues in the General Fund are expected to collectively fall short of estimates by approximately $100,000. This shortfall is primarily as a result of franchise fees, transfer tax on resale of existing homes and supplemental property taxes; these shortfalls are partially offset by positive variances in motor vehicle in-lieu fees and transient occupancy tax (TOT) revenues. Total variance for FY 2011 is a positive $9,500.

**Expenditures**:

**Personnel Adjustments**:

MOU Changes: Personnel calculations used in the budget assumed that the furlough reduction program begun in FY 2010 would continue throughout FY 2011. Unfortunately, negotiations with the Mid-Management, General Services and Fire Mid-Management Associations were not completed for implementation in July 2010. Because of these delayed implementations, budgetary savings were not realized in the amount of $33,400 for Mid-Management, $30,500 for General Services and $18,400 for Fire Mid Management.

The budget scenario approved by Council on June 22, 2010 included elimination of the City's Fourth Fire Engine Company; this would have resulted in three layoffs and six demotions within the Fire Department at an estimated budgetary savings of $1.1 million. The City and the Woodland Professional Firefighters' Association began a meet and confer process to identify potential employee concessions that would mitigate the financial impact of maintaining the Fourth Engine Company and discontinue a previously approved furlough program that caused an increase in overtime costs. On October 29, 2010 a side letter was signed that replaced the furlough program with a three percent salary reduction, deferral of salary increases schedule for July 1, 2012 and suspension of educational reimbursements. Based on these efforts, the Council elected to maintain current staffing levels, which requires additional resources in FY 2011 of $380,710.

Fire Staffing: Because the Fire Department operates under minimum constant staffing levels, and their current staffing levels are low due to vacant positions, injuries and disability related absences, overtime is required on a frequent and recurring basis. Additionally, the Fire Chief and two Battalion Chiefs elected to participate in the Golden Handshake program offered by the City in July 2010. The $405,000 overtime appropriation approved in the original budget assumed only three Engine Companies would be running and the positions previously mentioned would be filled. For all these reasons, and based on the trends this year, an additional $400,000 will be required to cover the overtime costs.

Members of the Fire Department and the City Manager have been meeting periodically to discuss this matter. Given the vacancies created by the retirement of the three chief officers and the need to fill two of these positions as shift overtime assignments, staff believes the only way to avoid the overtime expense is to reduce the engine company. Staff believes that decision should be made as part of the FY 2012 budget and updated 10-year Plan. One of the key issues associated with the FY 2012 budget is whether or not the City can hire three additional permanent firefighters who would be assigned to each of the three shifts; these positions would provide one additional firefighter over the minimum staffing level in order to reduce the need for overtime.

Retirement Healthcare and Worker's Comp Assumptions: Healthcare premiums paid for retired City employees and insurance premiums for worker's compensation and liability insurance are a fixed amount for each fiscal year. These costs are allocated in the budget by spreading total premiums across all active budgeted positions. Due to the loss of positions through layoffs and early retirements, the original calculations need to be revised in order to recover the appropriate amounts. This change in the General Fund will result in additional expense of $180,000.

Golden Handshake Program: The City Council approved the offering of a Golden Handshake program on July 20, 2010. Positions primarily supported by the General Fund that elected to participate in this program include the Fire Chief and two Fire Battalion Chiefs. After accounting for time worked during FY 2011 and any costs for accumulated leave payouts, General Fund savings are estimated at $162,700. A Police Records Specialist opted to participate in this retirement program and retire in December 2010. Part of the original budget adopted by Council included lay-off of five non-sworn Police Department employees; rather than lay off one of these positions for only six months one employee remained for the entire year, which reduces the expected savings by $40,000. The future savings from these retirements are estimated at approximately $450,000.

Vacancy Savings: Several positions included in the FY 2011 budget have become vacant and will result in budgetary savings. The Director of Administrative Services position became vacant due to a retirement on June 30, 2010. This position was filled on a temporary basis until October 2010 when the City Manager's secretary was promoted to City Clerk; total savings resulting from this vacancy is $120,000. Due to retirements, internal promotions and resignations, a vacancy savings that equate to two police officer positions, or $228,600, are expected in FY 2011. A Fire Prevention Specialist position has been and will remain unfilled this fiscal year, which saves the General Fund $101,230. Because of a resignation of a Librarian III, half of the year's budget for that position, $57,000, will be saved. Total vacancy savings for the General Fund is estimated at $669,530.

**Supplies and Services**

Review of total General Fund discretionary supplies and services budgets indicate significant savings can be achieved this fiscal year. The largest area of savings comes from utilities. The FY 2011 utility estimates for all City owned facilities was slightly high; actual costs are trending to be $250,000 lower than expected. Other areas of savings arise from reduced monthly service costs for the City's new Voice Over Internet Protocol (VOIP) phone system, lower than projected audit costs and savings in City Attorney costs based on work that is reimbursable from developers or other project proponents. These items, in addition to other miscellaneous savings, total $435,000 for FY 2011.

Since the original adoption of the budget, a few items have surfaced that require new appropriations. The total cost for the elections held in June 2010 was omitted from the budget; the invoice from the County totals $67,000. Additional temporary help of $15,000 is required at the Charles Brooks Swim Center to allow staffing of additional events including water polo tournaments and swim meets; these costs are offset by additional revenues. The City's general landscaping contract did not include a scope of services for maintenance of the infield at Clark Field. Because of the high use of this facility maintenance needs to be maintained, which is expected to cost approximately $15,000. The City went live with new software (Granicus) to allow online viewing and live streaming of City Council meetings; annual maintenance for this software was not included in the budget, and will be $6,000 for six months. Due to several high priority capital projects anticipated over the next several years, including major flood, water and transportation initiatives, it is appropriate to allow two City

Council members to attend the annual Cap to Cap Federal conference; this is anticipated to cost $5,000. Environmental and feasibility studies associated with the work to determine the viability of establishing solar power plants on underused City parcels will cost $12,000. Total additions to supplies/services budget are $120,000.

**Other Items**

The adopted FY 2011 budget included a negative imbalance of $233,268 which needs to be addressed with this midyear update. This imbalance was due to miscalculations over various accounts that occurred when adjusting the budget on short notice following the passage of Measure V.

***Other Funds***

This section summarizes other non-General Fund changes that require City Council approval.

**Revenue Adjustments**

The Equipment/Vehicle Replacement fund should be increased by $16,861 due to allocations for street maintenance related vehicles that were omitted from the budget. The Solid Waste Recycling fund should be increased by $6,934 to account for a grant received from the State. The Used Oil Recycling Grant fund should be increased by $18,213 to account for grant monies related to the Oil Payment Program grant. Total revenue adjustment is an increase of $42,008.

**Expenditure Adjustments**

Vehicle Equipment Replacement Fund: The budget in FY 2011 assumed that several vehicles would be replaced during the year; only two will actually be replaced, which generates a savings of $381,858.

Water Enterprise Fund: Addition of one more crew member to standby duty generates a need for an additional $10,000 in standby pay. Contract services originally approved by Council as part of the FY 2011 budget and omitted from the actual document budget total $91,200 for public outreach and utility modeling related services. Additionally, rollover of unexpended purchase orders requires a budget adjustment of $232,962. Total expenditure increase for FY 2011 is $324,162. This fund had budgetary savings of $516,000 in FY 2010 which will be used to offset this proposed expenditure increase.

Sewer Enterprise Fund: Reduction in contract services budget of $51,200 related to utility modeling, a portion of which is paid for by the Water Enterprise fund. Rollover of unexpended purchase orders requires a budget adjustment of $353,327. Total expenditure increase for FY 2011 is $301,127. This fund had budgetary savings of $601,395 in FY 2010 which will be used to offset the proposed increase.

Storm Drain Enterprise Fund: An increase is needed in contract services budget of $40,000 to pay for repairs of the motor at the East Main Pumping Station. This increase will be offset by unanticipated storm drain fees paid by Yolo County for the collection of drainage from the rural area.

Cemetery Enterprise Fund: Additional appropriations of $45,000 are needed in this fund for temporary part-time help and $5,500 in contract services for landscape maintenance related activities. For FY 2011, this fund is partially supported by a contribution from the General Fund of $200,000. The total expenditure increase of $50,500 will require an increased contribution from the General Fund; however, this contribution increase will be offset by a corresponding reduction in the Parks landscape maintenance budget.

Wastewater Pretreatment Fund: Rollover of a purchase order for review of local limits for discharge requires an additional budget of $108,055. This fund had a budgetary savings of $162,066 in FY 2010 which will be used to offset the proposed increase.

Solid Waste Recycling Fund: This fund received a new grant from the State of California for $6,934 and has unspent grant monies from FY 2010 of $1,135. In order to spend these grants, expenditure appropriations of $8,069 are required.

Transportation Development Fund: Purchase orders opened during FY 2010 for assistance from the County work program were not completely spent by the end of the year and were rolled over to FY 2011; this requires a budget adjustment of $13,560. This fund had a budgetary savings of $184,323 in FY 2010 which will be used to offset the proposed increase.

Gas Tax Fund: Rollover of purchase orders primarily for assistance from the County work program for road striping requires a budget adjustment of $34,722. Cost recovery for maintenance related to vehicles used in Gas Tax funded programs was under budgeted by $3,921. Total increase required is $38,643. This fund had a budgetary savings of $119,241 in FY 2010 which will be used to offset the proposed increase.

Gibson Ranch Lighting & Landscape District: The Engineer's Report for this L&L District was approved by Council on June 15, 2010 and included costs for replacement of playground equipment at Klenard Park, replacement of an irrigation controller and certain contract landscape maintenance costs. Although these were approved in the Engineer's Report, they weren't appropriated with the original FY 2011 budget. Total increase for these items is $175,135. Rollover of unexpended FY 2010 purchase orders also requires $894. This fund had a budgetary savings of $147,326 in FY 2010 which will be used to offset a portion of the proposed increase; the remainder will be drawn from the $570,000 fund balance.

Used Oil Recycling Grant: This fund received a new grant from the State of California for $18,213 and has unspent grant monies from FY 2010 of $5,398. In order to spend these grants, additional expenditure appropriations of $23,611 are required.

Spring Lake Lighting & Landscape District: An adjustment in this fund related to charges for electrical and street maintenance services generate a reduction of $44,567.

Sports Park Maintenance CFD: Purchase of a portable restroom, small turf replacement and pest control costs require an additional appropriation of $11,820. This fund had a budgetary savings in FY 2010 of $4,100 and will use $7,720 of the $42,600 fund balance to cover this one time expenditure.

Gateway Lighting & Landscaping District: An adjustment in this fund related to charges for electrical and street maintenance services generate a reduction of $4,850.

Measure E Road Maintenance Support: Allocation for vehicle maintenance and replacement for a vehicle used by this program were omitted from the budget and require an expenditure increase of $13,341. This project within the Measure E fund had a budgetary savings of $587,500 in FY 2010 which will be used to offset the proposed increase.

Library Trust Fund: The FY 2011 revenue budget for this fund was estimated based on revenues received in FY 2009, which is overstated. The FY 2011 budget should be reduced by $80,000 to be consistent with revenues actually received in FY 2010. Additionally, the operating budget for this fund needs to be reduced to account for the reduced revenues in both FY 2010 and the revised budget for FY 2011. In order to keep the fund from going into a deficit position, operating expenditures need to be reduced by $134,322. Approval of this expenditure budget would also use up the entire $170,490 fund balance carried forward from FY 2010.

Summary of Non General Fund Changes:

- Revenue Changes $2,078
- Expenditure Changes $556,594
- Offsetting FY 2010 Budgetary Savings $2,321,951

**Fiscal Impact**

The items described herein for the General Fund include additions to revenues of $544,500. Additional appropriations of $1,436,290 are being requested, offset by expenditure savings of $1,105,000 for a net increase of $331,290. Total impact to the General Fund of all these items is a net $213,210. The attached document summarizes the changes.

The adjustments described herein for the enterprise and special revenue funds result in an increase in revenues of $2,078 and expenditure increases of $556,594. The net increase will be offset by expenditure savings from FY 2010 of $2,321,951.

**Public Contact**

Posting of the City Council Agenda.

**Alternative Courses of Action**

1. Review and approve the mid-year adjustments as described herein.

2. Provide alternative direction to staff.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Kimberly McKinney
Finance Officer

Mark G. Deven
City Manager

Attachment: Summary of Proposed General Fund Changes

# FY 2011 Budget Mid Year Summary

| | |
|---|---|
| Adopted FY11 Revenue | 36,091,433 |
| Adopted FY11 Expenditures | 36,324,701 |
| Original Budgetary Shortfall | (233,268) |
| | |
| **Personnel Related Changes** | |
| Additional cost from WCEA contract (furlough loss/medical) | (30,511) |
| Loss of MMPA expected furloughs | (33,403) |
| Shortfall retiree health/workers comp | (180,000) |
| Additional Costs - Fire MOU | (380,710) |
| Fire OT changes | (400,000) |
| Loss of FMMA expected furloughs | (18,400) |
| 6 mo no layoff of Records Specialist | (40,000) |
| Adm Svc Director Retirement (less Temp & Promotion) | 120,000 |
| Battalion Chief Retirements | 112,700 |
| Fire Chief Retirement | 50,000 |
| Fire Prevention Specialist Vacancy | 101,230 |
| Librarian III vacancy (6 months) | 57,000 |
| Police Vacancies (2 full year vacancies) | 228,556 |
| | (413,538) |
| | |
| **Supplies/Services** | |
| Utility savings - metered billing delay | 225,000 |
| June 2010 Election costs not included in budget | (67,000) |
| Recreation temp costs for Acquatics | (15,000) |
| Environmental study for OPDE | (12,000) |
| Clark Field maintenance | (15,000) |
| Granicus maintenance (6 months) | (6,000) |
| Cap to Cap | (5,000) |
| Supplies/services savings - various departments | 210,000 |
| | 315,000 |
| | |
| **Revenues** | |
| One-time RDA land sale | 535,000 |
| OPDE payment ($5k CEQA; $12k good faith) | 17,000 |
| Development Related Revenues | 134,500 |
| Police Revenues | (160,000) |
| Recreation Revenues | 98,700 |
| Park Revenues | 19,300 |
| All other | (100,000) |
| | 544,500 |
| | |
| FY11 Budgetary Surplus (Deficit) | 213,210 |

City of Woodland

# REPORT TO REDEVELOPMENT AGENCY BOARD

AGENDA ITEM

TO: THE HONORABLE REDEVELOPMENT AGENCY BOARD

DATE: March 15, 2011

SUBJECT: Infill Project Strategy

**Report in Brief**

Staff has developed a strategy for consideration by the Redevelopment Agency Board to facilitate new redevelopment projects focusing on infill sites. This strategy would allow the Agency to facilitate a program to identify and build projects on key underutilized and vacant sites throughout the Redevelopment Area. Promoting infill is a primary purpose of redevelopment agencies in order to eliminate blight and increase investment in the project area. In Woodland, staff expects feasible infill projects for the redevelopment area would most likely be market rate housing projects or mixed use projects with commercial and market rate housing. Infill is aggressively promoted by the Sacramento Area Council of Governments (SACOG) to encourage cities to grow without sprawl, use existing infrastructure and assets and create higher density areas that support alternative modes of transportation and less reliance on cars.

Most of the sites and projects that are likely to emerge have been discussed and considered by the City Council and Agency Board for many years. There is some urgency in reconsideration of this strategy due to the Governor's recent budget proposal to eliminate redevelopment. According to the Agency legal counsel, it would be advisable for the Board to obligate Agency funds by July 1. This infill strategy and RFP may be a way to revive those projects that have been considered in the past and bring them to implementation.

Staff recommends that the Redevelopment Agency Board adopt Resolution No. ____ which directs staff to create and implement an infill strategy and release the RFP in substantially the form shown in Attachment I.

**Background**

Over the last two or three years, the City has seen a significant decrease in the number of the building permits that have been pulled for single family homes. The majority of permits for these homes were being issued in the Spring Lake Specific Plan Area. Due to the slowdown in the economy and the large upfront expenses that are required for any project in Spring Lake, single family building permits there have declined. Infill projects in other parts of the City could help generate revenue to augment Spring Lake development. These projects could help the City to stabilize its income stream and maintain the current level of service.

More importantly, infill development is a primary tool of redevelopment agencies to reduce blighted conditions in their project areas. Redevelopment agencies consistently invest in infill projects as a way to revitalize the redevelopment areas. Typically these are sites where the private sector acting alone has not been willing or able to develop. Emeryville has used infill to redevelop large tracks of underutilized industrial land for commercial/retail purposes. In Sacramento, infill programs were developed that have helped offer new housing and commercial opportunities in Del Paso Heights and Oak Park. In Southern California with the development of the Gaslamp Quarter and Staples Center, the cities of San Diego and Los Angeles have successfully used infill to attract residents back to the previously blighted downtown urban core.

According to redevelopment law, one of the primary identifiers of blight is underutilized parcels. Infill reduces these blighting influences as well as creates new development opportunities in the Redevelopment Project Area. The infill projects that are generated by this strategy will help the Agency to achieve its primary mission of eliminating blight within the project area.

## Discussion

Staff is requesting direction from the Board in developing a strategy for encouraging infill opportunities. Staff suggests that the Board look to the private sector for indications of where these types of projects might be successful and carefully scrutinize which developers and which projects are most appropriate and beneficial for Woodland.

Therefore staff suggests that issuing an RFP may be the most feasible way to consider a wide range of potential projects. This solicitation would closely evaluate the qualifications of developers to implement a financially feasible project, require developers to present their qualifications and past experience and propose an actual project on a specific site in Woodland. If desired, developers could submit proposals for more than one site.

Staff would like to assist the developers by creating an infill strategy that identifies potential sites, locations, projects, incentives and cost analysis. The Agency can identify site issues such as infrastructure, traffic and environmental contamination. By identifying site constraints and providing that information to the development community, the Agency can accelerate development on infill sites. Simply identifying development obstacles can go a long way towards making the development happen. In the Implementation Plan, development of infill housing was listed as a main priority in many of the redevelopment project sub areas, especially the Downtown Core sub-area and North of North Street sub-area. Essentially this infill strategy would be a supplement to the Implementation Plan that better defines the next steps towards meeting that priority.

The next step would be to release Request for Proposals (RFP) for potential developers. A suggested draft is attached to this report (See Attachment I). Scoring criteria would be established to determine the most feasible projects and in the case of multiple submissions, the best developers for a specific site. Even if a site is identified in the RFP, it does not necessarily mean that the site will be developed; it is just a site that staff found feasible after a detailed analysis. The developer would only submit a conceptual project for evaluation. The final project would require approval from Planning, Engineering, Building and most importantly the surrounding neighborhood.

After a developer and project have been selected, staff will work closely with the development team to create a strategy to work with the neighborhood. This part of the strategy cannot be stressed enough. Because of volatile history of some proposed infill projects in Woodland in the past, stakeholders are very sensitive about proceeding without the consensus of the community and especially the surrounding neighborhoods. By their nature, infill projects are surrounded by urbanized, developed areas, and must be considerate of the existing nearby property owners, neighbors, residents and businesses. It is much less difficult in this sense to build in “green” undeveloped land.

Therefore neighborhood outreach is very important to the success of this program. The developer should be able to act as the liaison to “sell” their potential projects to the residents of that neighborhood. An important characteristic of the selected developer is that he or she can be successful in working with the residents of the surrounding neighborhood and gain support for the proposed project. Once it is aware of specific neighborhood concerns, the Board can have a better idea of whether to proceed with the project. The community needs to be reassured that though certain sites appear to be excellent candidates for this type of development and are suggested in the attached draft RFP that they will not proceed without neighborhood input and guidance.

The Redevelopment Agency can offer developers more than just financial incentives. As mentioned above, identifying site constraints prior to, or concurrent with, a developer even being selected can accelerate a project. The developer will know what to expect and how to better evaluate if a project will be feasible or not. After a project application has been submitted, redevelopment staff can aid the developer as they work through the planning process. Some of the other tools redevelopment can provide are site assembly if necessary, remediation of contamination, removal of development obstacles and identifying other sources of financing.

Some potential sites have already been identified in the Redevelopment Implementation Plan. These areas have been discussed for many years although little action has taken place. It is hoped that the infill strategy will help market these opportunities in Woodland and attract developer interest. To get the most qualified developers, Agency staff will market the RFP broadly. Some of the strategies include providing copies to building trades associations, the California Redevelopment Association for posting on their website, making it available on the City’s website and phone calls and emails to local builders.

Certain local developers have approached staff already about some of these sites. These individuals could meet with staff and the Board to express their views of the feasibility of potential infill projects and sites and why they think certain locations are ready for development.

It is important to state again, that even though the infill strategy is being developed by the Redevelopment Agency, these projects are not expected to be comprised exclusively of just affordable units. The housing is expected to be sold at market-rate, to unsubsidized borrowers. As with all new housing developments in the City, each development will need to comply with the Woodland affordable housing ordinance or Redevelopment Plan which require that either 10% or 15%, depending on the location, of the units be sold to low income households or moderate income households. Low Income is defined as households that earn 80% of Area Median Income. For 2010, a four-person low income household could earn up to $58,000. Moderate income is defined as households earning up to 120% of Area Median Income. For 2010, a four-person moderate income household could earn up to $87,000 a year. The idea of the strategy is to encourage more development in the older areas of town, not to aggregate the affordable households to one or two particular areas.

Another concern that needs to be addressed is whether or not encouraging infill development in the older parts of Woodland will compete with housing development in Spring Lake. It is recognized that the City and the Spring Lake developers have invested a large amount of time and effort to make Spring Lake succeed and this is a legitimate concern. However, staff believes, based on conversations with various developers that infill projects will not compete with Spring Lake because the housing product offered is significantly and attracts different kinds of buyers. The infill housing will be an alternative to Spring Lake, not a competitor. Infill offers opportunities to the people who prefer to be in older neighborhoods with full tree canopies, existing services, and a different “look and feel” that does not exist in the new growth areas.

It should also be noted that many of the sites that have already been identified are smaller than those currently available in Spring Lake. The parcels staff has identified so far are between five and eight acres. Staff is not expecting any of these projects to result in more than 50 units, therefore there is a greater variety in architectural styles in the immediate neighborhood. It will not be a large tract of single family homes. Also, due to the fact that the infill sites are in existing neighborhoods, the units built will generally be smaller than those available at Spring Lake so they fit in with the surrounding neighborhood. To maintain a robust and active City, Woodland needs to make sure that it does not just focus on development in just one area.

The potential implementation of this infill strategy and release of RFP attached comes at a time when the very existence of redevelopment is being threatened by some of the Governor’s budget proposals. It is prudent for the Agency Board to determine ways to formally obligate Agency funds before July 1. Releasing the RFP attached will give the Board more options to consider as it determines immediate redevelopment investment. A possible schedule could be:

SUGGESTED SCHEDULE FOR INFILL PROJECT IMPLEMENTATION

| | |
|---|---|
| March 15 | Approve Infill Strategy and release of RFP |
| April 5 | Board consideration of purchase of one or more sites |
| March 15 – May 10 | Neighborhood discussions |
| May 15 | Proposals Due |
| June 15 | Board selection of one or more proposals |
| July 1 | Approve Developer Disposition Agreement |

By taking the action recommended, the Board is not obligating any resources; however, the action provides an important opportunity for the Board to work with the private sector in identifying beneficial development projects at a critical junction for redevelopment.

Regardless of the Governor's current proposals to eliminate redevelopment, it is advisable for the Agency/City to proceed with releasing this RFP now. Soliciting developer proposals does not commit any Agency/City resources; it simply helps identify whether or not there are potential development projects that can work. An RFP is a good marketing tool. It helps the City advertise its existing assets and opportunities.

The other advantage for releasing the RFP now is the availability of redevelopment staff to manage the process. Redevelopment staff has the expertise to implement the infill development strategy that will not be readily available if the Governor succeeds in his proposal and redevelopment agencies are eliminated by July 1, 2011. Agency staff has a special focus in pulling together the diverse parts needed for a successful project. As they are doing in current redevelopment projects such as finding a new location for car dealerships, redevelopment staff forges relationships among developers, lenders and users that make projects happen.

**Fiscal Impact**

Developing an infill strategy will have no impact on the City's General Fund; however, if any projects are created through the process, it would have a positive impact. These projects will produce impact fees. Other potential positive financial impacts could include sale of City owned property and grant funding. Infill development would also generate additional property taxes.

**Public Contact**

Posting of the Redevelopment Agency agenda.

**Committee Recommendation**

The Redevelopment Implementation Plan Committee identified infill housing projects as a top priority in the Redevelopment Agency Implementation Plan, 2010-2014. The Implementation Plan breaks the redevelopment project area into various sub-areas and identifies specific infill projects.

**Council Committee Recommendation**

The Affordable Housing/Redevelopment Subcommittee discussed the Infill Strategy at a recent meeting. The Subcommittee did express concerns regarding certain parcels that could be considered as potential sites. Other comments generated by the Subcommittee comments were incorporated in the development of the strategy and this report.

**Alternative Courses of Action**

1. Adopt Resolution No. ____ which directs staff to create and implement an infill strategy and release the RFP in substantially the form shown in Attachment I.

2. Cease all consideration of infill development within the redevelopment area.

**Recommendation for Action**

Staff recommends that the Redevelopment Agency Board approve Alternative No. 1.

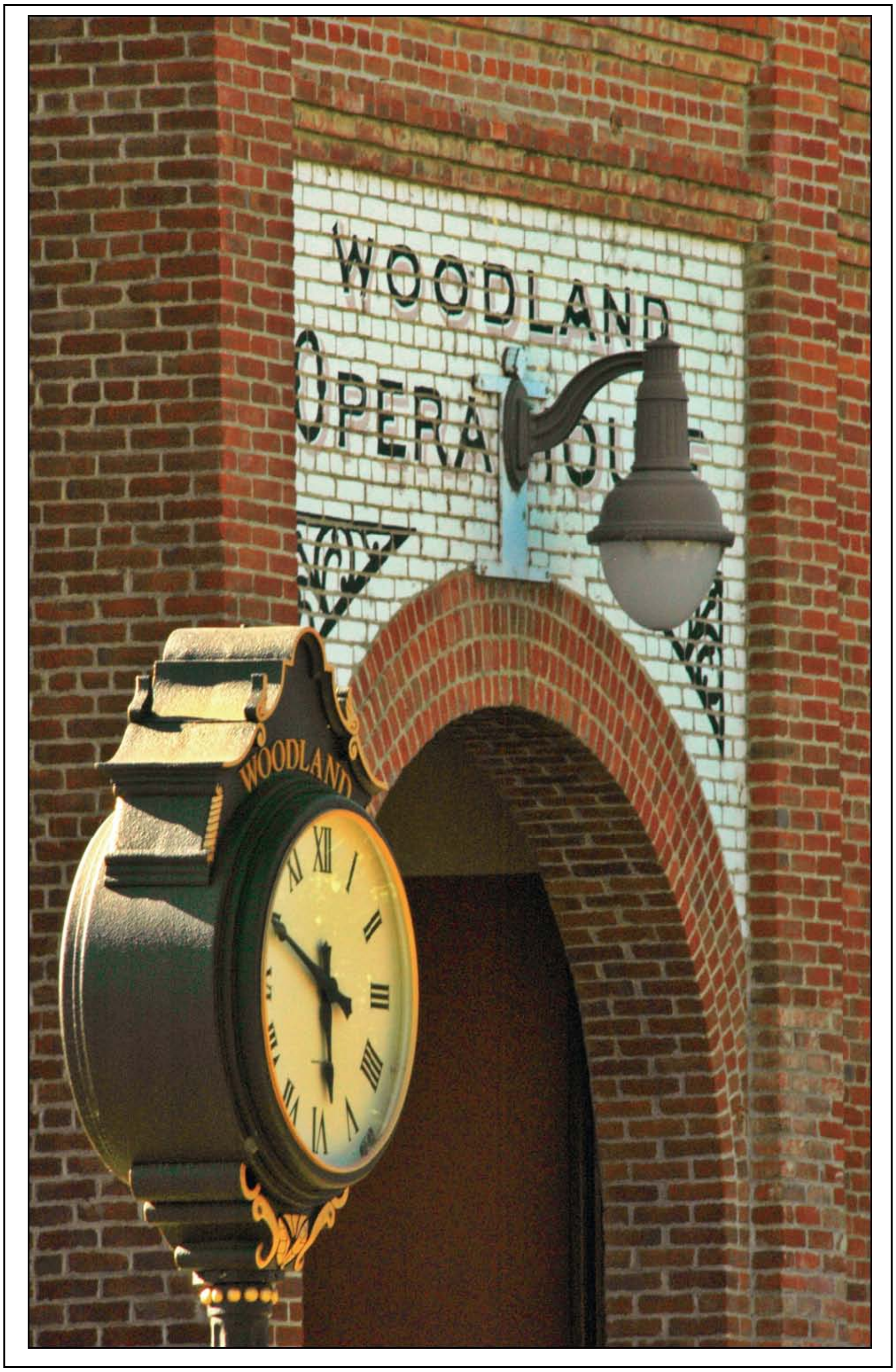
Prepared by: Jamie McLeod
Redevelopment/Housing
Analyst II

Reviewed by: Cynthia Shallit
Redevelopment Manager

____________________
Mark G. Deven
Executive Director

Attachment I: Draft RFP
Attachment II: Board resolution

# City of Woodland Redevelopment Agency
# Request for Proposals




# Infill Projects

**The City of Woodland Redevelopment Agency Request for Proposals**
**Redevelopment Infill Projects**

**Introduction:**

The City of Woodland is issuing a Request for Proposals (RFP) for potential developers for redevelopment infill projects. Desired infill projects for the redevelopment area are market rate housing, commercial and/or mixed use projects with commercial and market rate housing. This request would allow the Agency to identify developer interest and key infill sites throughout the Redevelopment Area. Infill projects have been an untapped resource for the City. Infill was identified as a way for the City to grow, yet still maintain the principles that were set forth in the SACOG Blueprint Project and stay within the voter approved Urban Limit Line. Proposals will be judged on a myriad of criteria. The City is looking for innovative and experienced developers that can bring a project to completion on time and on budget.

**Background:**

*Location:*
The City of Woodland (the "City") is located in the Central Valley of California, which continues to be one of the most prosperous and fastest growing areas of the State. The City is 85 miles northeast of San Francisco, and, according to the State Department of Finance, the City population as of January 1, 2006 was approximately 53,000. Woodland lies on I-5 north of the State capital, Sacramento, and just a 15 minute drive from Sacramento Metropolitan Airport.

*Attractions:*
Woodland is known for its historic downtown. Restaurants, watering holes, small professional service businesses and offices keep Main Street as the center of town and anchor the Woodland community to its historic district. In the heart of downtown sits the City Hall, a 19th century valley classic that was rebuilt during the Depression. The residential neighborhoods between East and West streets are filled with tall trees and well-maintained houses of Victorian, Tudor and Craftsman design. During the 1980's several local property owners renovated key historical buildings. A jewel in the center of town is the Woodland Opera House, a national historic landmark and, since the 1970s, a state park. The brick opera house was closed for 76 years before it reopened in 1989 and today provides a gorgeous setting for live theater. The productions attract visitors both before and after the show, strolling in Downtown. Besides the Opera House, the Hotel Woodland, a Spanish Colonial Revival building, was restored to its former glory as well as a major renovation and expansion of the Woodland Public Library---a beautiful building constructed in the Mission Revival architectural style in 1862. In addition, the Downtown is starting to see new interest as there are currently proposals to build a new 165,000 square foot court house and a brand new multiplex.

*Economic Conditions:*
Throughout Yolo County, farming and ranching activities grossed nearly $323 million in 1997. Since its incorporation in 1871, Woodland has owed its existence and growth to the nearby farms and ranches; many of the businesses in Woodland serve the farmers and farmer's families and employees and have done so for generations. Woodland's citizens continue to value the City's agricultural roots and its small town life. This history is reflected in its well-preserved, historic buildings lining Main Street-the heart of the community.

Both the county's and the City of Woodland's income levels and employment levels are among the lowest in the state. The area median income in Yolo County according to the 2000 U.S. Census was $40,769. As of December of 2010, the State unemployment rate was 12.5%. During that same month, Yolo County had a 14.3% unemployment rate. Its median household income was a little higher than in the county at $44,449.

Though dominated by agriculture, Woodland's economy has also relied on the warehouse and distribution activities that have developed here as result of the City's proximity to major state freeways. This sector generates relatively few jobs per square foot and creates primarily low-paying and/or seasonal jobs. Also, warehouse/distribution takes up large tracks of land that could be used for more dense development.

In addition, Woodland is the County Seat for Yolo County. This supports the City's economy by adding County offices as well as Court facilities that employ hundreds of local workers.

The City has a diverse mix of housing. The downtown is dominated by homes built in the late 19th and early part of the 20th century. The west side of town was built out in the mid 20th century and the southeast part of town built out in the 80's, 90's and early 2000's. The City has growth continuing in the Spring Lake Specific Plan Area located further southeast along County Road 102 which leads to the City of Davis. Expected completion of the specific plan is in the next fifteen years. This plan will add an additional 4,400 housing units. According to the 2000 Census, the City was approximately 59% home ownership units and 41% rental.

**Reasons for RFP:**

An important strength of infill projects is that they can be more cost efficient then building in new areas that have no infrastructure in place. Expanding into these areas requires a large amount of capital expenditures for infrastructure. It also increases traffic congestion and vehicle trips, as the further new housing is from existing facility, the more requirements for travel to access these services. Infill areas generally have most of the expensive infrastructure already in place (i.e. curb, gutter, sidewalk, roads, and sewer). The Sacramento Area Council of Governments (SACOG) encourages infill housing under the blueprint for many reasons. Infill projects are generally closer to existing services such as schools, grocery stores, and public transportation. In addition, infill projects allow for the reuse of underutilized sites in the existing City.

One of the most important reasons for doing infill is to preserve land that is currently used for agricultural and other non-residential uses. Many developers tend to avoid infill development because of unknown factors such as condition of the infrastructure, capacity of utilities and possible contamination. Expanding into new areas, even though more expensive, may actually take less time because the developers know what they can expect. This attitude is a pervading reason why the Agency should try to encourage infill development.

**The Developer:**

The City of Woodland is looking for innovative developers. Developers are encouraged to look at infill site opportunities. The RFP process will allow staff to identify qualified developers who have experience in building and understand the process, and have found suitable sites on which to build their proposed projects.

The developers showing the ability to work with City staff and the neighborhood to build a consensus will be rated highly. The developer should have experience in building homes or commercial projects. In addition, the developer should be able to show the ability to secure funding for the proposed project. This could include letters of credit, proof of equity or personal guarantees. Preferably, the developer should have some previous experience with infill projects and understands the potential obstacles in regards to environmental, historical, and traffic issues in existing neighborhoods.

An important characteristic of any selected developer is that they can show that they can be successful in working with the residents of the surrounding neighborhood and gain support for their project. By nature, infill projects are surrounded by urbanized, developed areas, and must be considerate of the existing nearby property owners. The developer should be able to act as a liaison to gain support for their potential projects with the residents of the neighborhoods they intend to build in.

**Neighborhood Outreach Plan:**

The City will require each developer to submit a Neighborhood Outreach Plan. In this plan, the developer will identify what steps they intend to take to discuss their potential project with the neighborhood. They will also need to identify how they intend to overcome any community objections. It should also explain what steps they will take to get community “buy-off”. The plan should include items such as how they will contact the neighbors, what kind of materials they will provide to the neighbors, and how they expect meetings to be conducted.

**Agency Assistance:**

Developers can ask the Redevelopment Agency for assistance as part of their project. The RDA can provide assistance in various ways. These include financial incentives, site assembly, and environmental clearances. Any financial assistance will need to be evaluated on a case by case basis. The developer will need to show that the Agency's assistance will be used to produce the greatest "bang for the buck" and will provide the greatest return for the neighborhood.

**Point System:**

Proposals will be judged by the Selection Committee on the following basis. Committee Members will give their judgment of what the score should be in each category. All scores will be averaged and this will determine the proposals final score.

Proposals will be evaluated on the following criteria:

Experience: (10 Points)

1) Development of similar projects (5 Points)
2) Number of infill homes built and/or commercial space (5 Points)

Outreach Plan: (20 Points)

1) Feasibility (5 Points)
2) Thoroughness (5 Points)
3) Details (10 Points)

Financial Capability: (20 Points)

1) Letter from Financial Institution or Letter of Credit (10 Points)
2) Proforma with sources and uses (5 Points)
3) Amount of Agency assistance being requested (5 Points)

Project Readiness: (50 Points)

1) Site Control (Not necessarily purchase of the land. A letter of intent or some form of participation by the owner is acceptable) (10 Points)
2) Preliminary Site Plan and Designs – Projects that have done some "due diligence" will be judged more highly and have shown some feasibility analysis (15 Points)
3) Environmental and Zoning Analysis –(10 Points)
4) Identification of possible development obstacles and constraints (15 Points)

**Schedule:**

| | |
|---|---|
| March 16 | Release RFP |
| April 5 | Board consideration of purchase of one or more sites |
| March 15 – May 10 | Neighborhood discussions |
| May 13 | Proposals Due |
| June 15 | Board selection of one or more proposals |
| July 1 | Approve Developer Disposition Agreement |

**Selection Committee:**

The Redevelopment Agency Board has appointed a Selection Committee for review of the responses to the RFQ. The Selection Committee will be comprised of:

- two members of the Redevelopment Board, or their designees,
- a community member at large or person with special expertise,
- the Deputy Director of Community Development, or his designee,
- the Redevelopment Manager or her designee

**Submittal Deadline:**

A written response to the RFP is being solicited. Submittals should be clearly marked "Woodland Infill RFP". Proposals must be received no later than 4:00 PM on May 13th, 2011 at the following address:

City of Woodland
520 Court Street
Woodland, CA 95695
Attn: Jamie McLeod, Redevelopment/Housing Analyst II

Late and faxed proposals will be returned. Postmarks and electronic submissions will not be accepted.

**NOTE:** The Redevelopment Agency reserves the right to reject any and all submissions for any reason. Responding to this RFP does not obligate the Agency to fund any application.

# Exhibit

# Potential Infill Sites


**"The Barn Site"**
**613-615 East Street**

- Located on the corner of East and East Oak Street
- Consists of four parcels that equal approximately 144,000 square feet or 3.3 acres
- Has General Commercial Zoning under the East Street Specific Plan which will allow for high density, multi-story single family homes. This action requires a Conditional Use Permit.

**“City Center Lofts”**
**333 Main Street**

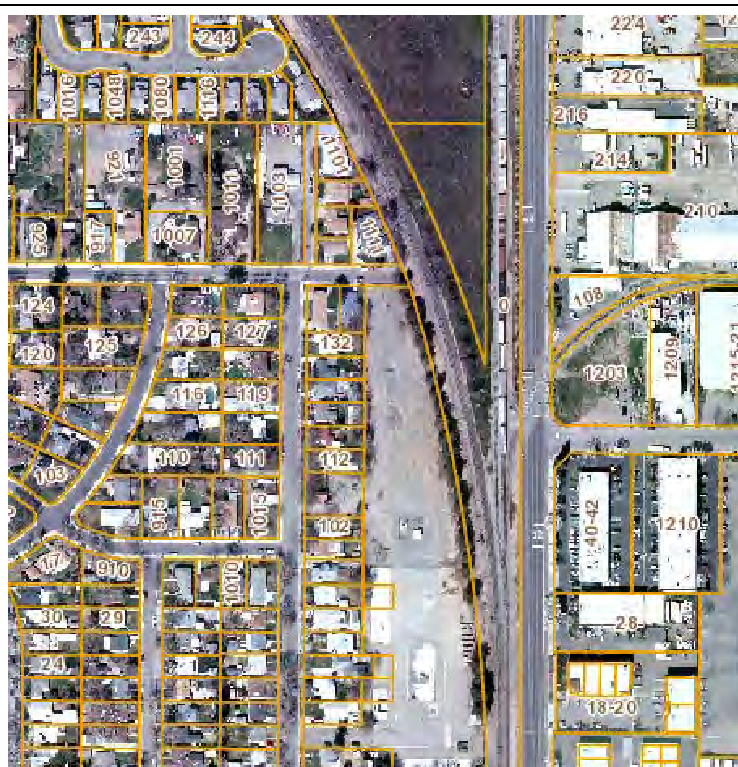
- Located on the corners of Elm and Main and Walnut and Main
- Land Size equals approximately 2.1 acres
- Has been rezoned to Mixed-Use for 171 units and 35,000 sq ft of Retail

## “Matmor Site”
## East Main Street and Matmor Road

- Located on the corner of East Main Street and Matmor Road
- Land Size equals approximately 12 acres
- Zoned Service Commercial in the City’s Zoning Code
- Located within the Redevelopment Area.
- Excellent Freeway access and visibility by Highway 113. Close to Interstate 5 as

**“Oak Court Live/Work Site”**
**145 East Street**

- Located on the corner of East and Lemen Street
- Land Size equals approximately 2.25 acres
- Zoned General Commercial in the East Street Specific Plan



**“Sutter Street Corporation Yard”**
**1021 Beamer Street**

- Located on the corner of East and Beamer Street
- Land Size equals approximately 5.7 acres
- Zoned Mixed-Use/Residential in the East Street Specific Plan
- Located within the Redevelopment Area.

## AGENCY RESOLUTION NO. _______________

## A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF WOODLAND AUTHORIZING RELEASE OF A REQUEST FOR PROPOSALS FOR INFILL DEVELOPMENT PROJECTS

**WHEREAS,** the Agency adopted the Redevelopment Agency 2010-2014 Implementation Plan on December 15, 2009,

**WHEREAS,** the Implementation Plan stated that one of the primary investment strategies for the next five years is to assist the creation of infill residential, commercial/retail or mixed-use projects, and

**WHEREAS**, in order to fulfill the goals of the Implementation Plan, promote redevelopment, meet the City's AB-32, SB-375 and Sacramento Area Council of Government Blueprint requirements and provide improved economic growth within the Project Area, the Agency seeks to attract new infill development.

**NOW THEREFORE BE IT RESOLVED THAT** the Redevelopment Agency Board:

1. Authorizes the Executive Director to Release a Request For Proposals (RFP) for a Infill Development projects and

2. Appoint two Board Members to serve on the Selection Subcommittee to review development proposals

I HEREBY CERTIFY THAT the foregoing resolution was duly and regularly adopted by the Redevelopment Agency of the City of Woodland, County of Yolo, State of California on the 15th day of March 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_______________________________________

Artermio Pimentel, President

| | |
|---|---|
| ATTEST: | APPROVED AS TO FORM: |
| _____________________________ | _____________________________ |
| Ana Gonzelez, Secretary | Ed Quinn, Agency Attorney |

City of Woodland

# REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 15, 2011

SUBJECT: Surface Water Supply Fee Ordinance

**Report in Brief**

In April 2009, the City contracted with HDR, Inc. to develop a surface water supply fee based on Council direction to pursue surface water as a way to meet future wastewater discharge requirements and to improve the City's water quality. The new development fee is intended for new customers connecting to the City's water system to provide funds to finance part of the capital improvements needed to serve and accommodate the new customer growth. This fee is in addition to the City's existing water connection fee which typically covers the cost for new wells. This fee is approximately $3,000 for a single family home.

On October 5, 2010, Council reviewed the proposed fee and directed staff to meet with members of the development community to further explore the proposed fee as well as to discuss possible modifications or alternative methodologies to achieve a shared cost for the Surface Water Project.

On January 19, 2011, staff and Shawn Koorn from HDR met with 10 members of the development community including property owners, developers, and consultants. Mr. Koorn presented a comprehensive review of the Surface Water Supply Fee methodology and responded to questions from the audience. There were no alternative suggestions or recommendations from the attendees. Staff believes it is necessary to move forward with an ordinance to establish the development fee in order to make sure the resources generated by new development are available to the Surface Water Project.

Staff recommends that the City Council receive the Water Supply Fee Study dated December 2010, prepared by HDR Engineering, Inc. and introduce, waive first reading and read by title only Ordinance No. _______ amending section 23C-7-3 of the Municipal Code of the City of Woodland relating to charges for connection to City water service.

**Background**

In September 2009 Council authorized the formation of the Woodland Davis Clean Water Agency, a joint powers authority between the cities of Woodland, Davis, and the University of California, Davis. The sole purpose of the Agency is to build and manage a surface water supply facility that will provide river water to the participating communities to blend with their existing ground water. This blended water will be of a higher water quality for the customers and will also help meet State discharge standards for the wastewater system.

In December 2009, Council approved the Water Rate Study and adopted water rate increases through FY 2013. Included in that Rate Study is the cost of the first four years of the Surface Water Project as well as estimated development fees to fund the "upsizing" of the facility to accommodate future growth in the community.

The Surface Water Supply Fee Study provides the analysis and nexus for this new surface water supply fee which will provide the revenue from new customers for the construction of the upsized facility. On December 17, 2002, the City Council adopted the City of Woodland General Plan Policy Document. Goals 4.B.1 and 4.B.3 of the General Plan require that any new development pay its fair share of the cost of providing new public services and/or the costs of upgrading all existing facilities it uses based on the demand for these facilities attributable to the new development. Essentially, this means that new development must contribute towards the cost of infrastructure that will support new growth in the community.

Staff has had some discussion of the potential for a surface water development fee with the development community since the April 2009 Council approval of the contract with HDR, Inc. to conduct the surface water supply fee study. October 5, 2010, staff brought the proposed fee to the City Council for discussion since its implementation would generate concerns and opposition from developers in this challenging economy. The Council reviewed the proposed fee and directed staff to meet with members of the development community to further explore the proposed fee as well as to discuss possible modifications or alternative methodologies to achieve a shared cost for the Surface Water Project.

In an effort to discuss the methodology behind the proposed new fee and review any other possible alternatives, staff contacted the Building Industry Association (BIA) immediately following the October 5 meeting. Unfortunately, the BIA did not initially respond to staff requests to meet and discuss alternative funding concepts for the Surface Water Project. On March 4, BIA representative Dennis Rogers did meet with staff to propose consideration of an alternative wherein new development would pay the conceptual equivalent of the development fee through a "surcharge" or additional amount paid by new customers. Staff has contacted HDR to explore this alternative.

When City staff met with members of the development community on January 19, there were no alternative ideas presented for sharing the costs of the Surface Water Project between existing rate customers and new development. Recent exchanges of emails between staff and members of the development community suggest that members of this group will oppose the implementation of the fee.

One outcome of the January 19 meeting was the City's commitment to review the Major Project Financing Plan development impact fees related to the existing water system. After the results from the Water Optimization Study are received, staff will be better able to determine the need for additional future water wells. Any new wells that do not need to be built in the future will be eliminated from the fee program thus reducing the approximate $3,000 existing water connection fee for a single family home. Any such action will be brought to the City Council for review and approval.

**Discussion**

The new surface water supply fee was calculated utilizing average single family water demand, current and future residential units, future demand for water and the cost of the infrastructure required to provide surface water to the community. The pending Surface Water Supply Fee for a 1-inch meter is $3,409. The surface water supply fee increases based on larger connections (meter size) paying proportionately more for their connections. This approach differs from the other impact fees which are based on type of land use.

Once the surface water project is complete, the surface water supply fee will be re-evaluated and updated to reflect the final project costs and financing plan. Additionally, the per capita consumption data will be updated based on more accurate water usage information as a result of implementing consumption based billing.

To better prepare for future development and to calculate probable fees more accurately, staff has been showing the surface water supply fee as "pending" in the fee packets distributed to prospective developers through Community Development. The "pending" notation has been in application packets since September 2010.

In addition to the communication with developers and land owners on the impending fee, staff is also recommending in the ordinance amendment that all existing approved final maps be exempt from paying the new fee upon permit issuance. The Surface Water Supply Fee will be charged for permits pertaining to final maps approved after March 15, 2011.

Shawn Koorn from HDR Engineering, Inc. will be in attendance at the March 15 City Council meeting to briefly review the proposed fee methodology and to answer any questions.

As mentioned previously, staff and HDR are reviewing the application of a conceptual surcharge on new ratepayers to cover the cost of the development fee. Mr. Koorn's very preliminary assessment of the concept is that it may increase financing costs. Given the untimely insertion of this idea into the process, Mr. Koorn will provide additional comments during the March 15 Council meeting.

Should Council proceed with the amended ordinance implementing the new fee, the ordinance will be brought back to Council on April 5 for final reading and adoption. The fee would then go into effect 30 days from the date of adoption.

If the City Council believes that more thorough investigation of an alternative strategy is justified, staff would recommend that reconsideration be scheduled for no later than May 3. The relatively short timeline will hold the development community and staff accountable for timely completion of the work necessary to evaluate such an alternative.

**Fiscal Impact**

Although not yet adopted, the new surface water supply fee has been included in the 10-year Capital Improvement Program (CIP) for planning and cash flow based on anticipated residential development. The estimated revenue for FY 2011 is approximately $400,000; however, the delayed adoption will require the anticipated revenue to be revised. Any larger projects such as commercial or industrial will create additional revenue that is not currently included in our projections.

The costs for the Surface Water Project are programmed in the CIP based on external borrowing. Although debt has not been issued for the project staff anticipates the need for outside financing this fiscal year. Any financing associated with the Surface Water Project will be done based on backing from the rate based Water Enterprise Fund. Any revenue generated from the Surface Water Supply Fee will be used to pay down the debt more expediently. Delay in adoption of the new Surface Water Supply Fee will reduce revenue available to pay the debt service thereby putting greater burden on existing water rate payers.

**Public Contact**

A meeting was held with interested parties in the development community on January 19, 2011. Public notice has also been accomplished through posting of the City Council Agenda.

**Council Committee Recommendation**

The Infrastructure Subcommittee reviewed this issue on August 31, 2010 and recommended bringing the discussion forward to the full City Council.

**Alternative Courses of Action**

1. Receive the Water Supply Fee Study dated December 2010, prepared by HDR Engineering, Inc. and introduce, waive first reading and read by title on Ordinance No. _______ amending section 23C-7-3 of the Municipal Code of the City of Woodland relating to charges for connection to City water service.

2. Direct staff to meet with the development community to explore alternatives, including the implementation of a surcharge for new ratepayers, and return with a recommendation no later than May 3.

3. Provide alternative direction to staff.

**Recommendation for Action**

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Lynn Johnson
Sr. Management Analyst

__________________________
Mark G. Deven
City Manager

Attachment: Proposed Ordinance

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING SECTION 23C-7-3 OF THE WOODLAND MUNICIPAL CODE REGARDING ESTABLISHING CAPACITY CHARGES FOR WATER SERVICES**

**WHEREAS**, the Woodland City Council has previously established water rates, and fees for physically connecting new construction to the City's potable water system; and

**WHEREAS,** the Woodland City Council has not previously established charges for acquiring water rights and constructing water treatment and conveyance infrastructure necessary to supply new customers with potable water derived from surface water; and

**WHEREAS,** California law allows the City to recover the full cost of providing water service to customers, including the cost of sources of water, treatment facilities, pipelines, and other infrastructure, through the imposition of a capacity charge pursuant to Government Code Section 66013; and

**WHEREAS,** changes in the regulatory environment and the difficulty and expense of meeting standards for the discharge of treated wastewater derived from local groundwater that has been used as potable water necessitate shifting the City's water supply partially from groundwater to surface water; and

**WHEREAS,** the significant expense of acquiring surface water rights, constructing treatment facilities for surface water, and constructing facilities to convey surface water from the Sacramento River to the City's water distribution system makes it necessary for the City to impose capacity charges for water service in order to recover the City's costs of providing public facilities and the City's other capital expenditures, within the meaning of Government Code Section 66013(b)(3); and

**WHEREAS,** the City has commissioned a study entitled "Water Supply Fee Study," estimating the cost of providing necessary water treatment facilities, pipelines, and other facilities in connection with the partial shift from groundwater to surface water as a source of supply; and

**WHEREAS,** the Water Supply Fee Study is incorporated herein by reference; and

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

**SECTION 1.** The City Council adopts the recitals set forth above as its findings in connection with the adoption of this ordinance, and further finds that the charges established pursuant to this ordinance do not exceed the cost to the City of providing the service for which the fees and charges are imposed, as set forth in more detail in the Water Supply Fee Study.

**SECTION 2.** Section 23C-7-3 of the Woodland Municipal Code is hereby amended to read as follows:

> Sec. 23C-7-3. - Charges for connection with city water service.
>
> (a) It is hereby found by the City Council that the prospective development of the city by construction of residential, commercial and manufacturing structures and buildings and the occupancy thereof, will cause the city to incur costs estimated to be $114,000,000 to provide the necessary water treatment facilities, pipelines, and sources of surface water to serve such new development. It is further found that equity and proper fiscal management of the city require that such additional water system improvements as caused by such future development be financed in part by those persons constructing and using such buildings. Based on the foregoing, any applicant for new water service shall pay a water capacity charge to the city at the time of application. These charges may be adopted by ordinance or by resolution.
>
> (b) The charge imposed pursuant to subsection (a) is intended to comprise a "capacity charge" within the meaning of Government Code section 66013 as it exists as of the date of adoption of this ordinance. All revenue derived from this capacity charge shall be held and maintained in

compliance with subsections (c) and (d) of section 66013 as they may be amended, and in accordance with other applicable law.

(c) In addition to the water capacity charge described in subsection (a), prior to connection to the city water system each person making such request shall pay a water connection charge for initial connection of his or her premises to the city water system. The amount of the charge shall be fixed by resolution of the city council which, among other things, may take into account administrative expense and the cost of installing various water taps, service pipes, meters and shutoff valves and provide for varying charges in accordance with the relative right, difficulty or cost to connect.

**SECTION 3.** The City Council hereby adopts the schedule of surface water capacity charges set forth in Attachment "1" attached hereto and incorporated herein by reference. Such charges may be amended at any time by ordinance or by resolution. The adoption of the charges set forth in Attachment "1" does not and shall not repeal or rescind any other charges, fees, rates, or other impositions assessed, collected, or imposed by the City of Woodland as of the effective date of this ordinance.

**SECTION 4.** Notwithstanding the adoption of the schedule of surface water capacity charges, no capacity charges established pursuant to this ordinance shall be imposed on any development included within a final subdivision map which is or has been approved by the City of Woodland on or before March 15, 2011.

**SECTION 5**. The City Council hereby determines that the adoption of this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Public Resources Code section 21080(b)(8) and Title 14, section 15273 of the California Code of Regulations, which exempt from CEQA the establishment of charges by a public agency where necessary to obtain funds for capital projects necessary to maintain service in existing service areas. The establishment of surface water capacity charges by this ordinance is necessary in order to obtain funds for various facilities and infrastructure which are necessary to maintain water service within the City of Woodland. The City Clerk shall file a Notice of Exemption with the County of Yolo.

**SECTION 6.** This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

**PASSED AND ADOPTED** this **______** day of March, 2011 by the following vote:

**AYES:**
**NOES:**
**ABSENT:**
**ABSTAIN:**

______________________________
Artemio Pimentel
Mayor

**ATTEST:**

______________________________
Ana Gonzalez
City Clerk

**APPROVED AS TO FORM:**

______________________________
Andrew Morris
City Attorney

## ATTACHMENT 1

## CITY OF WOODLAND
## SURFACE WATER CAPACITY CHARGES

| City of Woodland<br>Net Allowable Water Supply Fee | | |
|---|---|---|
| Meter Size | Meter<br>Weighting Factor (1) | Calculated Fee |
| 1" | 1.00 | $3,409 |
| 1 1/2" | 2.00 | 6,818 |
| 2 | 3.20 | 10,909 |
| 3 | 6.00 | 20,455 |
| 4 | 10.00 | 34,091 |
| 6 | 20.00 | 68,182 |
| 8 | 32.00 | 109,091 |

(1) Based on standard 1" meter size weighting factors associated with maximum continuous flow.