

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

**CITY COUNCIL
CLOSED SESSION AGENDA**

DECEMBER 20, 2011

5:00 P.M.

- A. CALL TO ORDER
- B. CLOSED SESSION
 - B.1 Conference with Legal Counsel - Existing Litigation, Pursuant to Section 54956.9(a)
Name of Case: California Clean Energy Committee v.
City of Woodland et al
 - B.2 Public Employee Performance Evaluation, Pursuant to Section 54957
Title: City Manager Evaluation
 - B.3 Conference with Legal Counsel – Anticipated Litigation, Initiation of Litigation Pursuant to Section 54956.9(c)
Number of Cases: 1

**JOINT REGULAR CITY COUNCIL /
WOODLAND FINANCE AUTHORITY**

6:00 P.M.

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE



D. COMMUNICATIONS-PUBLIC COMMENT

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

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

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

F. COMMITTEE REPORTS

- F.1 Receive the Minutes of the Planning Commission Meetings of May 19, 2011, June 16, 2011, July 7, 2011, July 21, 2011 and September 15, 2011
- F.2 Receive the Minutes of the Historical Preservation Commission Meetings of April 21, 2011, July 20, 2011 and September 7, 2011

G. PRESENTATIONS

- 1. Receive Annual Library Report

H. CONSENT CALENDAR

- 2. Receive the Public Works Department Monthly Status Report for October 2011
- 3. Adopt Resolution Accepting Public Improvements Constructed for Subdivision 4675 (Parkside at Spring Lake) and 4993 (Parkside at Spring Lake, Phase 2); Authorize Notice of Completion
- 4. Authorize Changes in the Water Pollution Control Facility Organizational Structure



5. Authorize Application for Funding Under the Competitive CalRecycle Beverage Recycling Grant Program

I. REPORTS OF THE CITY MANAGER

6. Adopt Ordinance No. 1536; Second Reading of Municipal Code Amendments Related to City Contracted Solid Waste Services
7. Discussion on the Future of the Surface Water Project (Information for this item will provided the night of the meeting)

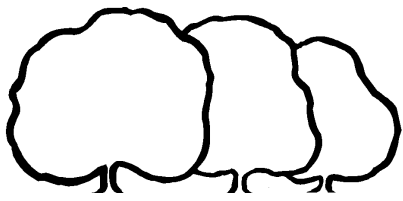
J. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority of the City of Woodland scheduled for Tuesday, December 20, 2011 was posted on December 16, 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: December 20, 2011

SUBJECT: Planning Commission Minutes for May 19, 2011 through September 15, 2011

Report in Brief

Attached are the Minutes of the Planning Commission meetings of May 19, June 16, July 7, July 21, and September 15, 2011. These minutes were approved by the Commission.

Background

The Planning Commission generally meets on the third Thursday of every month unless a special meeting is requested. The July 7, 2011 meeting date was a special meeting that was requested in order to review the Gateway II application.

Recommendation for Action

No action required. For Information only.

Prepared by: Cindy A. Norris
Principal Planner

Reviewed by: Nicholas J. Ponticello
CDD Director

Kevin O'Rourke
Interim City Manager

Attachment(s): Planning Commission Minutes

CITY OF WOODLAND
PLANNING COMMISSION AGENDA
MAY 19, 2011
CITY COUNCIL CHAMBERS
6:30 PM

FINAL MINUTES APPROVED JUNE 16, 2011

1. **Call to order**

2. **Roll Call**

Present: Lopez, Wurzel, Sanders, Gonzales, Peters, Barzo

Absent: Murray

3. **Minutes:** Review of draft minutes from the April 28, 2011 Planning Commission meeting.

Motion: Commissioner **Lopez** made a motion to approve the minutes, which was seconded by Commissioner **Gonzalez**.

Ayes: Lopez, Wurzel, Gonzales, Peters, Barzo, Sanders

No's:

Abstain:

4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.

- *Budget report out Friday*
- *Beginning the process on technical zoning changes that may come before you. CA working on language*
- *New date for implementation of new FEMA flood map changes – May 2012*
- *Huntington Park and Starlyn Park underway. Street scene will be complete soon.*

5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Lopez indicated that he has some follow up questions concerning the Redevelopment overview that was presented last meeting. That he would contact Cynthia Shallit to discuss.

7. **Subcommittee Reports:**

PUBLIC HEARING:

8. **Inland Terminal Expansion – Conditional Use Permit Modification, Site Plan, Design Review and a Mitigated Negative Declaration** – The proposed expansion of the existing Inland Terminal facility to include a new, approximately 52,000 square foot building, a 3,000 square foot "loadout" structure including a new conveyor system and product elevator, the extension of two existing rail road spurs, and the installation of a 200,000 gallon fire suppression water tank to ship, receive and store dry fertilizer, on 18.56 acres in the Industrial zone; APN 027-250-025.

Applicant/Owner:

Johnny L. Council

Staff Contact:

Cindy A. Norris, Principal Planner

Environmental Document:

Mitigated Negative Declaration

Recommended Action:

Approval with Conditions

Motion: Commissioner **Barzo** made the following motion, which was seconded by Commissioner **Gonzalez** :

Move that the Planning Commission:

1. *Adopt the Mitigated Negative Declaration in accordance with the California Environmental Quality Act (CEQA) section 15074, the Planning Commission finds on the basis of the whole record before it (including the initial study and any comments received), that there is no substantial evidence that the project will have a significant effect on the environment and that the mitigated negative declaration reflects the lead agency's independent judgment and analysis;*
2. *Approve the proposed Modified Conditional Use Permit, Site Plan, Design Review, as based on the Findings of Fact and as shown in the submitted plans dated February 2, 2011, subject to the Conditions of Approval as provided in the Staff Report presented on May 19, 2011 (Attachment "A").*

Ayes; Lopez, Wurzel, Gonzales, Peters, Barzo, Sanders

No's:

Abstain:

NEW BUSINESS:

None

OLD BUSINESS:

None

11. Adjournment: 6:53 PM

ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION AGENDA
JUNE 16, 2011
CITY COUNCIL CHAMBERS
6:30 PM
FINAL MINUTES APPROVED ON JULY 7, 2011

1. Call to order 6:31 PM
2. Roll Call
Present: Wurzel, Murray, Sanders, Barzo, Gonzales, Peters, (Lopez in at 6:36)
Absent:
3. [Approval of Minutes from May 19, 2011](#)
Motion: *Commissioner Wurzel made a motion to approve the minutes, which was seconded by Commissioner Gonzalez .*

Ayes; Lopez, Wurzel, Gonzales, Peters, Barzo, Sanders, Murray
No's:
Abstain:
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
 - *C. Norris, Principal Planner presented the following items for the Commission's information:*
 - *Target has started construction – Turner Construction will be doing the work. May be the first time pre-cast walls are being made off-site and brought in one at a time. Very large at 40+ feet each.*
 - *Starbucks, Red Robin open in GWI; Panda express to open soon*
 - *Up coming projects that have applications formally submitted:*
 - o *Communicare –*
 - o *Sacramento Mutual Housing – R-20 site in SL at sec of Farmers Central and Pioneer.*
 - o *Parkview – a new residential project proposal in SL that will include SLSPA rezoning land school site and R-20 to R-8 SF for your consideration.*
 - o *TM on the Cal West property in Spring Lake – for approximately 113 R-8 homes*
 - *Energy Upgrade California program. The forum, which is being organized by Valley Vision, is being hosted by the City of Woodland, Yolo County, Yolo Energy Watch and the Woodland LWV. - A flier for this forum is attached. Unfortunately the meeting date is the same as the July 7, PC meeting.*
5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
None
6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.
 - *Commissioner Murray stated that she had attended a CEQA scoping meeting for the Woodland Davis Water JPA and that she was the only person in attendance. The meeting was concerning the location of water input and pump station location. Information can be found at www.wdcwa.com*
7. **Subcommittee Reports:**

PUBLIC HEARING:

None

NEW BUSINESS:

8. [City of Woodland 2011/12-2020/2021 Capital Budget](#). Staff recommends that the Planning Commission take action on the following:
- Review of the proposed City of Woodland Capital Improvement Program (CIP) for 2010/11 – 2019/2020.
 - Finding of conformity with the General Plan, per Government Code 65401

Applicant:	City of Woodland
Environmental Document:	Prior EIR
Staff Contact:	Lynn Johnson
Recommended Action:	Finding of conformity with the General Plan

Motion: Commissioner **Barzo** made the following motion, which was seconded by Commissioner **Murray** :

Move that the Planning Commission:

Make a Finding of conformity with the General Plan, per Government Code 65401

Ayes: Lopez, Wurzel, Gonzales, Peters, Barzo, Sanders, Murray

No's:

Abstain:

9. [Gateway II Project Revisions Workshop](#). Based upon public comment, the applicant has revised and reduced the scale of the proposed project. This item has been scheduled for informational purposes to update the Planning Commission on the proposed project revisions.

Applicant:	Petrovitch Development Company, LLC
Environmental Document:	Draft Environmental Impact Report
Staff Contact:	Cindy Gnos, Raney Planning and Management and Mark Deven, City Manager
Recommended Action:	Review and Comment

- *Cindy Gnos, of Raney Planning and Management provided a staff report.*
- *Phil Harvey of Petrovich Development Company spoke about the proposed project and program EIR*
- *Resident Bobby Harris spoke on the matter and stated that this project under discussion seems like a new project and why does it not require recirculation of the DEIR. What is the CEQA threshold to either re-circulate or produce a new EIR?*

The following comments were offered by the Commission:

- *Commissioner Sanders requested that the following information be provided as part of the July 7, 2011 meeting – A graphic representation, with numbers, of the commercial space in Gateway I as compared to the commercial space proposed for Gateway II; The amount of vacant commercial property in Woodland; and the amount of vacant land zoned for commercial use.*
- *Commissioner Murray asked if information could be provided to show where the water line for the surface water project will be located in relation to the proposed Gateway II project location.*

OLD BUSINESS:

10. None

11. Adjournment 7:20 PM

CITY OF WOODLAND
PLANNING COMMISSION AGENDA
JULY 7, 2011
CITY COUNCIL CHAMBERS
6:30 PM

FINAL MINUTES APPROVED SEPTEMBER 15, 2011

1. Call to order 6:30 PM
2. Roll Call
Commissioners Present: Wurzel, Murray, Sanders, Barzo, Peters,
Absent: Gonzalez

Staff in Attendance:
C. Norris, Principal Planner; B. Meyer, Principal City Engineer; P. Siegel, Deputy Director Community Development; A. Morris, City Attorney; C. Gnos, VP Raney Planning and Management – consultant.
3. Approval of Minutes for June 16, 2011
Ayes: Lopez, Wurzel, Peters, Barzo, Sanders, Murray
No's:
Abstain:
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
 - The regularly scheduled Planning Commission meeting for July 21 will be held. There are two project proposals on the agenda. (Commissioner Sanders indicated that he would not be able to attend that meeting)
5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

None
6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Lopez requested that when possible, he would like to see emails related to a project as soon as possible in order to allow for time to review.
7. **Subcommittee Reports:**

None

PUBLIC HEARING:

8. **Gateway Phase II – Certification of an Environmental Impact Report (EIR), Annexation, General Plan Amendments, Rezoning, and a Development Agreement** – Recommendation to the City Council regarding Certification of the EIR; Annexation of the 154-acre site; Amendment to the General Plan to change the Urban Reserve (UR) designation on 61.3 acres to General Commercial (GC), with the remaining 92.7 acres to remain as Urban Reserve (UR), and modification of the Level of Service (LOS) requirement from C to D on for County Road 102 from Maxwell Avenue south to the City Limits; Rezoning for future development to 61.3 acres of General Commercial (C-2) and 92.7 acres of Agriculture (A-1); and a Development Agreement. The CEQA analysis is at a program level. Specifics of the commercial development are not included as part of the application and the

entitlements are policy-level approvals. Detailed project design approvals would be required at the time of development of the site as part of a subsequent application(s).

Applicant:	Petrovich Development Company, LLC
Environmental Document:	Draft Environmental Impact Report
Staff Contact:	Cindy Gnos, Raney Planning and Management
Recommended Action:	Recommend City Council Approval

Commission Wurzel expressed concerns regarding the EIR specifically with respect to the mitigations proposed for the identified Urban Decay Impacts. Commissioner Wurzel also expressed concerns regarding the Statement of Overriding Consideration. Commissioner Wurzel identified that the Statement of Overriding Consideration and associated documentation did not include background information regarding the Urban Decay Impacts and project's inability to mitigate the impacts and the Statement of Overriding Consideration did not fully describe the benefits of the project that outweigh the impacts.

Chairman Sanders proposed to delay the Commission's action and continue the item to a later date.

Commissioner Wurzel expressed support for Chairman Sanders proposal but expressed that the Commission should provide staff with clear direction as to what additional work should be completed by staff prior to hearing the item again.

Applicant Paul Petrovich requested that the Commission take action so that the project could move forward.

Motion: Commissioner **Barzo** made a motion, which was seconded by Commissioner **Peters**, the following action:

MOTION #1 I move that the Planning Commission make a recommendation to the City Council for the approval of the Woodland Gateway Phase II project based on the identified Findings of Fact by recommending the following actions:

1. Adopt the attached Resolution No. _____, certifying the Program EIR, adopting the Findings of Fact, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program for the Woodland Gateway Phase II project, and approving the project (Attachment A);
2. Adopt the attached Resolution No. _____, approving the application for annexation of the 154-acre Woodland Gateway Phase II project site to the City of Woodland (Attachment B);
3. Adopt the attached Ordinance No. _____, approving the rezoning 61.3 acres to General Commercial (C-2) and 92.7 acres Agriculture (A-1) for the Woodland Gateway Phase II project site (Attachment C);
4. Adopt the attached Resolution No. _____, approving a General Plan Amendment to modify the land use designation on the Woodland Gateway Phase II project site from Urban Reserve (UR) to General Commercial (GC) for the 61.3 acre portion of the site (Attachment D);
5. Adopt the attached Resolution No. _____, approving a General Plan Amendment to modify the acceptable level of service (LOS) from C to D for CR 102 from Maxwell Avenue south to the City Limits (Attachment E).
6. Adopt the attached Ordinance No. _____, approving the City of Woodland Development Agreement concerning the Woodland Gateway Phase II project (Attachment F).

Ayes; *Lopez, Peters, Barzo,*
No's: *Sanders, Murray*
Abstain: *Wurzel*

NEW BUSINESS:

9. None

OLD BUSINESS:

10. None
11. Adjournment 8:49 PM

CITY OF WOODLAND
PLANNING COMMISSION AGENDA
JULY 21, 2011
CITY COUNCIL CHAMBERS
6:30 PM

FINAL MINUTES APPROVED SEPTEMBER 15, 2011

1. Call to order 6:01 PM
2. Roll Call
Commissioners Present: Lopez, Wurzel, Murray, Barzo, Gonzalez, Peters,
Absent: Sanders
Staff in Attendance:
N. Ponticello, Community Development Director; C. Norris, Principal Planner; P. Hanson, Senior Planner;
J. McCleod, Housing Analyst.
3. Approval of Minutes for July 7, 2011
Ayes;
No's:
Abstain: Gonzalez
Commissioner Wurzel indicated that he would like additional discussion added to the July 7 minutes to address his comments and reason for abstaining. The July 7, 2011 minutes will come back to the next meeting for review.
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
Nick Ponticello introduced himself as the new Community Development Director.
4. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

NONE
5. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Barzo expressed a concern with regard to last minute communications and emails that come in just before a meeting. When they come in at the last minute, the Commission does not have an opportunity to review the information. He would like to find out if they could put a limit on the time that they will accept materials for consideration, such as 24 hours before a meeting. Commissioner Lopez agreed, but also commented that he would be concerned that the public would need to be adequately informed of the cut off. CDD Ponticello indicated that this item could be placed on the next Planning Commission agenda.
7. **Subcommittee Reports:**

PUBLIC HEARING:

8. **CommuniCare Health Centers Medical Office Building CUP & Tentative Parcel Map** – Request for (1) Conditional Use Permit (CUP) to construct and operate a 21,053 square foot medical office building (health clinic) at 10 North Cottonwood Street (APN 064-010-026) in the Single Family (R-1) Zone / Public Service (PS) General Plan Designation (2) Tentative Parcel Map to subdivide the 4.31 acre parcel into two (2) lots. The requested entitlements include a Conditional Use Permit and Tentative Parcel Map and review of the proposed categorical exemption from the provisions of CEQA as the project is considered a Class 15, Minor Land Division & Class 32, In-Fill Development

Applicant:	CommuniCare Health Centers
Environmental Document:	Categorical Exemption
Staff Contact:	Paul L. Hanson, AICP, Senior Planner
Recommended Action:	Approve with Conditions

Motion: Commissioner **Murray** made a motion, which was seconded by Commissioner **Wurzel**, the following action:

Ayes: Lopez, Wurzel, Murray, Barzo, Gonzalez, Peters

Noes:

Abstain:

Move That The Planning Commission Approve The Conditional Use Permit (CUP), Comprehensive Sign Plan, Public Art, And Tentative Parcel Map #4996 For The CommuniCare Health Centers Project Based On The Identified Findings Of Fact And Subject To The Identified Conditions Of Approval, By Taking The Following Actions:

- Confirmation of finding of exemption from the provisions of CEQA. This project is considered categorically exempt, as Class 15, Minor Land Division and Class 32, Infill Development, per §15315 and §15332 of the Public Resources Code;
- Determine that the project, as conditioned, is consistent with the General Plan;
- Determine that the project, as conditioned, is consistent with the Zoning Ordinance;
- Determine that the project, as conditioned, is consistent with the Community Design Standards;
- Approve the Conditional Use Permit to allow the construction and operation of a 21,053 square foot medical office building (health clinic) in the Single Family (R-1) Zone / Public Serve (PS) General Plan designation;
- Approve the Tentative Parcel Map #4996 at 10 North Cottonwood Street (APN 064-010-026) into “Parcel 1” and “Parcel 2” as identified by the attached tentative parcel map;
- Approved the public art proposal for CommuniCare Health Center

Subject to the modification to condition #116-- Applicant shall pay their “Fair Share” cost of bus stop improvements at Cottonwood and Beamer Streets. The improvements to include a new large 15+ foot perforated metal shelter with bench, solar lighting, and map display. “Fair Share” cost to be determined and agreed to prior to construction and payment is due upon completion and acceptance of those improvements.

NEW BUSINESS:

9. Mutual Housing at Spring Lake Site Plan & Design Review

Site Plan and Design Review for the proposed Mutual Housing at Spring Lake apartment project, located at the southwest corner of Farmer’s Central Road and Pioneer Avenue in the Spring Lake Planning Area (APN 042-010-05). The applicant, Spring Lake Housing Associates is proposing to construct and operate a 101-unit multi-family housing project within Spring Lake.

Applicant:	Spring Lake Housing Associates
Environmental Document:	Previous EIR on the Spring Lake Specific Plan
Staff Contact:	Paul L. Hanson, AICP, Senior Planner
Recommended Action:	Approve with Conditions

Motion: Commissioner **Murray** made a motion, which was seconded by Commissioner **Gonzalez**, the following action:

Ayes: Lopez, Wurzel, Murray, Barzo, Gonzalez, Peters

Noes:

Abstain:

I MOVE THAT THE PLANNING COMMISSION APPROVE THE *MUTUAL HOUSING AT SPRING LAKE* APARTMENT PROJECT BASED ON THE IDENTIFIED FINDINGS OF FACT AND SUBJECT TO THE IDENTIFIED CONDITIONS OF APPROVAL, BY TAKING THE FOLLOWING ACTIONS:

- **ADOPT** the Statutory Exemption requiring no further CEQA analysis pursuant to Section 15182(a) of the CEQA Guidelines and direct that a CEQA Notice of Exemption be filed; and
- **ADOPT** the proposed **FINDINGS** substantiating compliance with the Spring Lake Specific Plan and Specific Plan Design Standards; and

- **APPROVE** the *Mutual Housing at Spring Lake* apartment project Master Site Plan, Architectural Elevations including color/materials boards, and Landscape Plans subject to the design review Conditions of Approval.

OLD BUSINESS:

10. None
11. Adjournment 7:46 PM

CITY OF WOODLAND
PLANNING COMMISSION AGENDA
SEPTEMBER 15, 2011
CITY COUNCIL CHAMBERS
6:30 PM

FINAL MINUTES APPROVED ON OCTOBER 20, 2011

1. Call to order
2. Roll Call
Commissioners Present: Lopez, Wurzel, Sanders, Barzo, Gonzalez
Absent: Murray
Staff in Attendance:
C. Norris, Principal Planner; N. Ponticello, Community Development Director.
3. Approval of Minutes for July 7 and;
Ayes: Lopez, Wurzel, Barzo, Sanders,
No's:
Abstain: Gonzalez

July 21, 2011
Ayes: Lopez, Wurzel, Barzo, Gonzalez
No's:
Abstain: Sanders
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.

Community Development Director N. Ponticello commented on the following:
 - *That Chase Bank is under construction*
 - *That the City is starting the application process to fill the Planning Commission vacancy*
 - *That the Commission will be invited to the future Design Concept workshop for Freeman Park*
 - *That Item 8 – Clark Ramos Tentative Map has been continued.*
5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

None
6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.
 - *Commissioner Sanders requested that the Commission be provided the updated CDD Project Status List.*
 - *Commissioner Sanders requested that staff place a discussion concerning sound walls and soundwall landscaping on a future agenda. He would like the City to seek input from landscape professionals to help determine appropriate planting materials.*
7. **Subcommittee Reports:**

PUBLIC HEARING:

ITEM 8 WAS CONTINUED TO NEXT MEETING, OCTOBER 20, 2011, PER APPLICANT REQUEST

8. **Clark - Ramos Tentative Parcel Map (TPM # 4997):** The applicant is requesting approval for a subdivision of land at 1791 East Kentucky Avenue Street (APN: 027-210-033-000) to subdivide a 72.49 acre industrial parcel into four (4) parcels. "Parcel" 1 would be approximately 17.76 acres, "Parcel" 2 would be approximately 24.44 acres, "Parcel" 3 would be approximately 15.14 acres, and "Parcel" 4 would be approximately 15.14 acres. The tentative

map is categorical exemption from the provisions of CEQA as the project is considered a Class 15, Minor Land Division.

Applicant: Robert E. Clark
Environmental Document: Categorical Exemption
Staff Contact: Paul L. Hanson, AICP, Senior Planner
Recommended Action: Approve with Conditions

9. **Metro PCS Wireless Facility Modification:** The applicant is requesting approval to modify the existing wireless facility on the roof of the Hotel Woodland at 436 Main Street (APN 006-620-02). The Planning Commission approved a Conditional Use Permit for a wireless facility on the roof of the Hotel Woodland on June 20, 2002 with a condition that any replacements and upgrade of antennae and associated equipment requires Planning Commission approval.

Applicant: Metro PCS
Environmental Document: Prior Categorical Exemption
Staff Contact: Paul L. Hanson, AICP, Senior Planner
Recommended Action: Approve with Conditions

Ayes; Lopez, Wurzel, Barzo, Sanders, Gonzalez
No's:
Abstain:

Motion: Commissioner **Wurzel** made a motion to approve the Metro PCS CUP modification, which was seconded by Commissioner **Gonzalez**.

MOTION ***The Commission voted to approve the Metro PCS proposed changes to existing wireless communication facility atop the Hotel Woodland subject to the following findings and conditions:***

Findings

- *The proposed changes to existing wireless communication facility atop the Hotel Woodland are in substantial compliance with the Conditional Use Permit approved on June 20, 2002;*
- *The proposed changes to existing wireless communication facility atop the Hotel Woodland was reviewed by the Woodland Planning Commission*

Conditions of Approval

- *Applicant shall make the following improvements to the flagpole - Powder coat the existing flag pole white, Replace existing flagpole ball with a 12 inch gold anodized flagpole ball, & fly a new appropriate sized American Flag.*

NEW BUSINESS:

10. **Main Street Banner System:** The City in partnership with the Rotary Club of Woodland is requesting design review approval for a Main Street Banner System. The banner system would display banners across Main Street in the historic Downtown. The banner system will be used to promote downtown and community activities.

Applicant: City of Woodland & Rotary Club of Woodland
Staff Contact: Paul L. Hanson, AICP, Senior Planner
Recommended Action: Conceptual Approval of Concept

Ayes; Lopez, Wurzel, Sanders,
No's: Gonzalez
Abstain: Barzo

Motion: Commissioner **Wurzel** made a motion to approve the Main Street Banner System pole concept design, which was seconded by Commissioner **Lopez**.

There was discussion regarding required amendments to the Banner Ordinance and that assessment based of First Amendment rights would be need to considered. The placement of emblems as well as banner signs would be part of the first amendment discussion.

Commissioner Barzo abstained from the vote due to his involvement in a service organization other than Rotary.

MOTION **The Commission approves the Main Street Banner System concept subject to the following findings:**

Findings

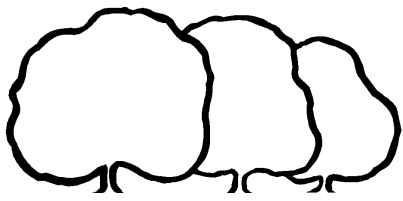
- The Main Street Banner System concept proposal complies Downtown Specific Plan by promoting downtown and community events;
- The Main Street Banner System proposal was reviewed the Woodland Planning Commission

11. **Consideration for limiting accepting written comments to 24 hours before a meeting.** The Commission requested that this item be brought forward for discussion purposes.

The Commission requested that staff prepare a draft Planning Commission resolution for consideration. The Commission would like to consider adding information on future public hearing notices and to the agenda to let the public know that while the Commission wishes to receive and review all comments, those received 24 hours before the meeting may not be able to be considered completely. They encourage all members of the public who wish to attend the meeting to discuss the matter and explain their comments more fully.

OLD BUSINESS:

11. None
12. Adjournment



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Historical Preservation Commission Minutes for April 20, 2011
through September 21, 2011

Report in Brief

Attached are the minutes of the Historical Preservation Commission meetings of April 21, July 20, and September 7, 2011. These minutes were approved by the Commission. The draft minutes for September 21, 2011 have also been included for your review.

Background

The Historical Preservation Commission generally meets on the third Wednesday of every month unless a special meeting is requested. The September 7, 2011 meeting date was a special meeting that was held in order to present the Annual Heritage Home and Preservation Awards.

Recommendation for Action

No action required. For Information only.

Prepared by: Cindy A. Norris
Principal Planner

Reviewed by: Nicholas J. Ponticello
CDD Director

Kevin O'Rourke
Interim City Manager

Attachment(s): Historical Preservation Commission Minutes



6:00 PM, WEDNESDAY, APRIL 20, 2011

CITY HALL COUNCIL CHAMBERS

300 FIRST STREET

FINAL MINUTES APPROVED JULY 20, 2011

1 Roll Call: 6:25 PM

Present: Commissioners Ford; Brookshear; Orlins and Aulman

Absent: Commissioner Butler

2. [Review and approval of the draft minutes from March 16, 2011](#)

Motion: Commissioner *Aulman* made a motion to approve the minutes, which was seconded by Commissioner *Ford*.

3. Secretary's Report

- *Keane House Update – permanent foundation, painted, secured and annual inspection until such time that there is future development potential.*
- *Likely that next meeting will be in June*
- *Please turn in updated biographies*
- *Cynthia Shallit – Redevelopment Manager – Information update on Redevelopment and recent Council action regarding downtown projects*

4. Public Comments: This is an opportunity for the public to speak to the Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. 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.

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

- *Commissioner Brookshear provided information about a possible future grant possibility offered by the California Council of Public History. In addition, she provided staff and the Commission with a hand out from the SHPO on "How to Evaluate the Integrity of a Property".*

6. Heritage Home Awards

The following homes were selected for Heritage Home award

211 Pendegast -

900 First St -

901 First St -

The following building was selected for a Preservation Award.

- *Capitol Hotel (Pg 183 in the Walking Tour Book)*

Next Steps

- *HPC to Work on write ups as necessary*
- *City to send formal letters of selection and request acceptance by the property owner Finalize Date of Construction so that we may order plaques by next month.*

7. Adjournment: 8:05 PM



6:00 PM, WEDNESDAY, JULY 20, 2011

CITY HALL COUNCIL CHAMBERS

300 FIRST STREET

FINAL MINUTES APPROVED ON SEPTEMBER 21, 2011

1. **Roll Call 6:00 PM**
Present: Ford, Brookshear and Aulman
Absent: Orlins
2. **[Review and approval of the draft minutes from April 20, 2011](#)**
Motion: Commissioner Brookshear made a motion to approve the minutes, which was seconded by Commissioner Ford.
3. **Secretary's Report**
 - *Introduction of the new Community Development Director, Nick Ponticello*
 - *Staff let the Commission know that the HPC section of the web site would be updated in this next month*
4. **Public Comments:** This is an opportunity for the public to speak to the Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. 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.
5. **Commission and Staff Comments:** This is an opportunity for Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Ford stated that the Commission had received an email notice from Dino Gay regarding comments on the electric garage building and concern with regard to demolition. Staff provided a brief history of studies that have been done with regard to the building and that it has been determined that the building has significance to the downtown. Further, that any future request for demolition or impact as the result of a project would require that further studies and an EIR be prepared. Staff offered to put this item on a future agenda for more in depth discussion. The discussion was set for the next regular meeting on September 21, 2011.

6. Heritage Home Awards

Next Steps

- Plaques ordered and received
- Determination of Award Meeting Date
Possible dates: August 31; September 1 (just before holiday); September 7
Stroll Fashion Follies – September 10
- Final Submittal of Write ups
- Notification of recipients of presentation date
- Presentation Discussion

The Commission determined that the award meeting date will be on September 7, 2011 when the full Commission will be available and this would be just before the Stroll.

7. Adjournment: 6:24 PM



HISTORICAL PRESERVATION COMMISSION AGENDA

6:00 PM, WEDNESDAY, SEPTEMBER 7, 2010

CITY HALL COUNCIL CHAMBERS

300 FIRST STREET

FINAL MINUTES APPROVED ON SEPTEMBER 21, 2011

1 Roll Call

Present: Ford, Brookshear, Orlins and Aulman

Absent:

2. Approval/Revision of the Agenda

Motion: Commissioner Ford made a motion to approve the minutes, which was seconded by Commissioner Aulman.

3. Approval of Minutes

Minutes were not attached. To be included on the next agenda.

4. Secretary's Report

Will still have our regular meeting on September 21

- 5. Public Comments:** This is an opportunity for the public to speak to the Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. 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.

None

- 6. Commission and Staff Comments:** This is an opportunity for Commission Members and Staff to make comments and announcements, to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Aulman stated that he had received an email from David Wilkinson regarding the former Sanitary Dairy building at 1021 Lincoln Ave. He requested that an item be placed on the next regular agenda for discussion purposes.

Commissioner Ford stated that she would like to extend a thank you to Mark Deven, City Manager, who will be leaving the City after September. She has always appreciated that he has responded to her calls regarding the upkeep of the Keane House.

7. **Request for Alteration Permit for 610 Main Street.** A proposed façade update to correct a safety situation and to enhance the appearance of the storefront to be consistent with adjacent storefronts for a structure that is non-contributor to the Downtown Woodland Historic District.

*Motion: Commissioner **Orlins** made a motion to approve the Alteration Permit for 610 Main Street, which was seconded by Commissioner **Aulman**.*

8. **2011 Heritage Home Awards:** The Heritage Home Award is a public recognition award recognizing remarkable family homes and commemorates that home's contribution to the aesthetically and historically significant residential architecture of Woodland. The award is honorary and recognizes the home as a special community resource and recognizes those homes that have been well cared for or well restored.

This year's awards ceremony will mark the 23rd year the City of Woodland has presented the Heritage Home Awards to local homeowners. This year's awards will be presented to three homeowners.

This year's Award Winners include:

- | | |
|-----------------------|--|
| 1. 900 First Street– | Owned by Kathy and Dave Henderson |
| 2. 901 First Street - | Owned by Mary Lacky |
| 3. 211 Pendegast - | Owned by Tami Cuccia and Bonnie Cuccia |

9. **2011 Preservation Award:** The Preservation Award is granted at the discretion of the Historic Preservation Commission. The Historic Preservation Award acknowledges the work of individuals, organizations and businesses to further historic preservation and work on commercial properties. The commission has not given this award in over five years.

This year's Award Winner:

The Capitol Hotel, 601 Main Street	Owned by Lakeview Properties and Managed by Pilot Properties
---	---

10. **Adjournment:**



6:00 PM, WEDNESDAY, SEPTEMBER 21, 2011

CITY HALL COUNCIL CHAMBERS

300 FIRST STREET

Draft Minutes

1 Roll Call

Present: Ford, Brookshear and Aulman

Absent: Orlins

2. Review and approval of the draft minutes from July 20, 2011 and September 7, 2011

Motion: Commissioner Aulman made a motion to approve the minutes for July 20, 2011 which was seconded by Commissioner Ford.

Ayes: Ford, Brookshear, Aulman

Noes:

Motion: Commissioner Ford made a motion to approve the minutes for September 7, 2011 which was seconded by Commissioner Aulman.

Ayes: Ford, Brookshear, Aulman

Noes:

3. Secretary's Report

- *Project GW II approved last night – continuation of the GW I project to the south 61.3 acres to General Commercial, Program EIR*

4. Public Comments: This is an opportunity for the public to speak to the Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. 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.

None

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

Commissioner Brookshear stated that October is National Archives Month and on October 1, 2011 the Sacramento Archives will be hosting an open house.

6. Ordinance 12A and CEQA Review Regarding 801 Main Street

That the Commission Review and Discuss Information concerning the general project review process as it relates to 801 Main Street – The Electric Garage

The Commission held discussion and took input from members of the public. Residents Dino Gay and Bobby Harris spoke on the matter.

The Commission requested that the item come back to them at their next regular meeting in November and asked if the following could be provided:

- *That the Redevelopment Manger come speak to the Commission regarding downtown development goals; and*
- *That information regarding property negotiations that seem to be occurring regarding the site at 801 Main Street be provided if publicly available.*

7. Discussion Concerning 1021 Lincoln Avenue

That the Commission Review a comment letter received regarding 1021 Lincoln Avenue – The Sanitary Dairy

The Commission held discussion and took input from members of the public. Ron Caceres spoke on the matter.

The Commission requested that the following items be brought back to their next regularly scheduled meeting in November:

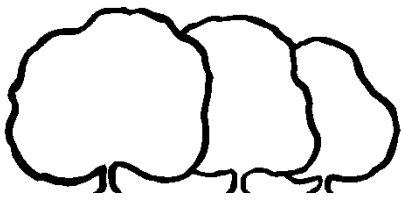
- *Information concerning the various lists that are available in the city regarding Historic Resources and information on how to go about getting all significant properties included on a state list.*
- *A draft letter to the Administrative Office of the Courts requesting mitigation consistent with David Wilkinson's request, for the loss of the Sanitary Dairy building, a historically significant local resource as identified in City survey forms and in the Downtown Specific Plan.*

8. Commission Appointments

In accordance with Procedures and Rules of the Commission, Section 301, the Chairperson and Vice-Chairperson shall be elected annually.

Mark Aulman was appointed as Chair and BJ Ford appointed Vice Chair.

9. Adjournment:7:46 PM



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Woodland Public Library Board of Trustees' Annual Report

Report in Brief

In the fall of each year, the Woodland Public Library Board of Trustees presents to the City Council its annual report, which reviews major developments in the library during the past year and presents a snapshot of library activity and use at the present time.

Staff recommends that the City Council accept the attached annual report.

Background

The Woodland Public Library was established as the Woodland Free Library in 1892 and is subject to the Municipal Libraries section of the California Education Code, Title 1, Division 1, Part 11, Chapter 5, Articles 1-4, Sections 18900-18965 which requires an annual report be submitted to the legislative body of the municipality. The attached report includes an update on the progress of identified goals and objectives. In addition, highlights relating to staffing, facilities, and grants are identified. Performance indicators related to public service are reported including visits (physical and virtual), circulation, programming, and computer access are provided. A detailed analysis of the material collections and annual expenditures is included. The library's extensive use of volunteers is documented as well. Also included is the library's literacy service annual report.

Discussion

During 2010-2011, the library was able to standardize its hours of operation and increase access an additional 4 hours a week for a total of 44 hours. While this is down from the 54 hours a week the library offered until 2009, it was an improvement over the previous year's 40 hours a week of access. The number of staff has been reduced by 45% since FY09. By the end of FY11, there were only 7 paid positions remaining and one of those was unfilled the entire year. With the reduction in staff yet increased circulation numbers, a type of "compression" of service has been created where

fewer staff has had to meet greater need from the public. Overall, there is more work that has to be done in fewer hours and with less staff.

Public Contact

All meetings of the Woodland Public Library Board of Trustees are open to the public. As required by the State Education Code, the Board meets at least once a month, usually on the first and third Thursdays, 4-6 PM at the Woodland Public Library. Board meetings are governed by the Brown Act; agendas are publicly posted at City Hall and the library as well as loaded to the library's website and distributed to local media. In addition, agendas, minutes and board packets are accessible from the following website:

http://www.cityofwoodland.org/gov/depts/library/board_of_trustees/default.asp

Recommendation for Action

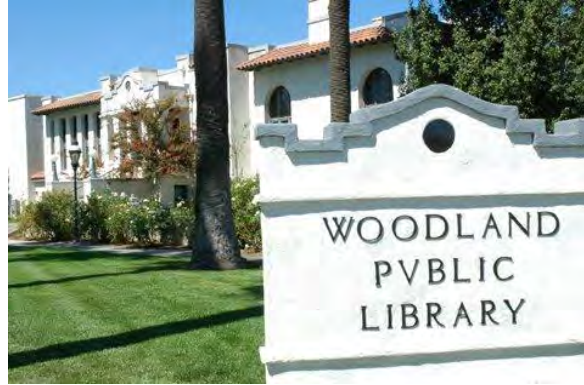
Staff recommends that the City Council accept the attached annual report.

Prepared by: Heather Muller
Library Services Director

Reviewed by: Woodland Public Library
Board of Trustees

Kevin O'Rourke
Interim City Manager

Attachments: 1



Woodland Public Library
Library Board of Trustees
Annual Report
FY2010-2011



**Woodland Public Library
Library Board of Trustees
FY 2010-2011
Annual Report**

The Woodland Public Library endeavors to serve as the primary information resource for all residents and the community by providing a current and comprehensive variety of printed and electronic materials along with professional librarian guidance and assistance in order to ensure free and efficient access to information, to support and stimulate education, and to increase community awareness, integration and interaction.

The Library provides essential services to Woodland residents which include access to traditional print (books, magazines and newspapers), audiovisual (CDs and DVDs), and computer resources (public Internet access, subscription databases, and downloadable content) to support lifelong learning, literacy, education, and entertainment. Quality programming done by the Library is aimed toward children and attracts a wide range of participants of varied ethnicity and socio-economic status. In addition to the educational and entertainment value of the programs, community-building and community-strengthening takes place. In recent years, most adult programming has been curtailed due to budget and staffing constraints.

Public service includes access to a collection of 109,177 print and audiovisual items; collections must be constantly weeded, updated, refreshed, and organized to insure easy and convenient access. In addition, local residents have access to over 2.5 million items through a regional resource sharing arrangement with partner libraries.

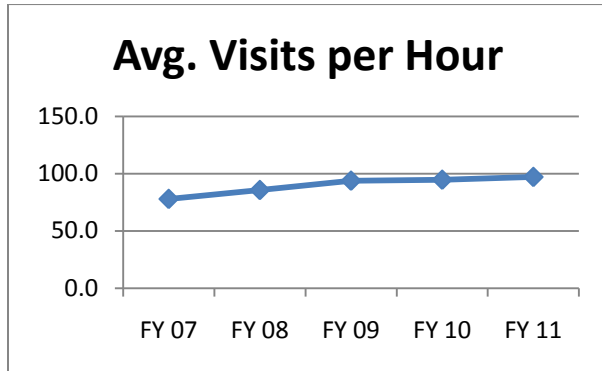
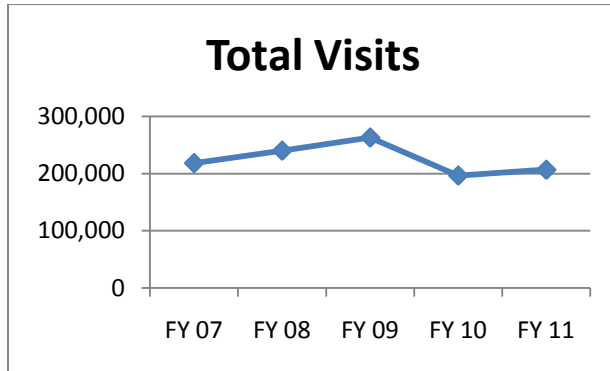
Public Service:

In FY11, the Library increased its hours to 44 a week from 40 of the previous year (from 54 hours a week in previous years) and observed 8 furlough closure days throughout the year. The Library also normalized its hours of service to make access more standard for the public. Library staff agreed to modify their work schedules to accommodate a 10 hour day, 4 days a week (except for weeks when staff is assigned to work a Saturday).

The number of staff has been reduced by 45% since FY09. By the end of FY11, there were only 7 paid positions remaining and one of those, the librarian responsible for youth services, was unfilled the entire year.

For FY09 and before, visits to the library reflect 54 hours a week of access. FY10 reflects 40 hours of access a week while most of FY11 the Library was open to the public 44 hours a week. In the two years of reduced hours, visits are down when compared to previous years. However, the Library continues to experience a slight increase in visits per hour open. Staff experiences a phenomenon of —compression,” whereby the same demand for service is compressed into shorter time frames with reduced staff. The following charts details the change in public usage and increased visits by hour despite the decreased number of staff.

	<u>WPL – Visits by Fiscal Year</u>			
	Total Visits	Avg. Visits/Month	Avg. Visits/Day	Avg. Visits/Hour
FY 07	218,392	18,199.3	728.0	77.8
FY 08	240,205	20,017.1	800.7	85.5
FY 09	263,065	21,922.1	876.9	93.7
FY 10	196,648	16,387.3	780.3	94.5
FY 11	206,757	17,229.8	820.5	97.0



Reference:

A Master's degree in Library Science is the minimum requirement of a professionally trained reference librarian. Librarians are expected to conduct a skilled reference interview to determine the exact nature of information needs as well as have knowledge of the widest range of current and authoritative resources to meet that need. This requires training and a thorough comprehension of search strategies and interviewing techniques. . Assisting library users meet their information needs is the heart of the library profession. Due to reduced staffing the ability to offer this service has suffered dramatically the last two years.

As a result of reductions in staff, professional librarians currently staff the adult reference desk 8 hours per day on weekdays and 4 hours on Saturday for a total of 36 hours a week. A professional librarian staffs the children's desk from 2 to 6 hours a day depending on the day and staffing levels. There is no reference available from noon-2pm any day of the week.

Below is a chart with FY11 reference questions. Tracking of reference activity is manual; consequently it is not always a reliable indicator of activity but instead a snapshot of the reference service workload.

	FY11
Jul	748
Aug	701
Sep	596
Oct	1082
Nov	885
Dec	658
Jan	965
Feb	937
Mar	890
Apr	664
May	815
Jun	538
Total	9479

QuestionPoint from OCLC was added to the Library's reference service in November 2010. A link on the Library's webpage directs users to an Ask A Librarian page where patron's can use an email form which is directed to the Library. Also available is the ability to have a live —chat session with a librarian – it is a format of instant messaging that allows libraries to maintain transcripts of the encounter. QuestionPoint is a cooperative service which means that librarians from around the country (and beyond) share time monitoring —chat and could conduct a session with a Woodland patron. The system allows for access to most of the electronic resources of the patron's home library and has the ability for Woodland librarians to follow up with the customer to make sure their needs have been met. Since the Woodland Library does not have enough staff to help the cooperative monitor the —chat service, the Library pays a little more so it can be offered to patrons. Below are the statistics for use of the email and —chat service utilized through the link on the Library's webpage.

	FY 11	
	Email	"Chat"
Nov	4	1
Dec	1	1
Jan	15	7
Feb	17	6
Mar	6	5
Apr	15	7
May	12	3
Jun	16	6
Total	86	36
	122	

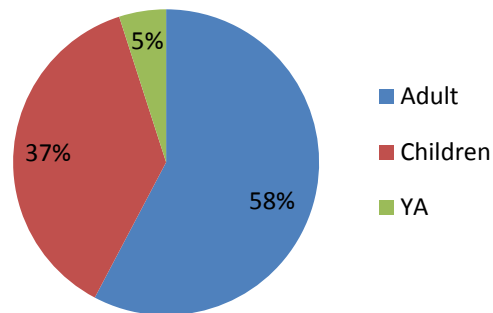
Collections:

“Collection” refers to the types of materials in which the Library invests for either in-house use (such as reference) or borrowing (circulating). Generally, libraries

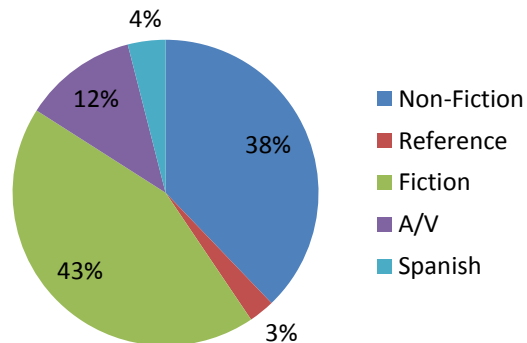
intentionally collect materials based upon target ages (children, young adult, adult) and material type (print or audio-visual such as DVDs, CDs and talking books), and classification (fiction including genre, non-fiction and reference). The chart below graphically depicts the holdings of the Woodland Public Library as of June 30, 2011.

	Adult	Children	YA	Total
Non-Fiction	24,657	15,185	999	40,841
Reference	2,018	929		2,947
Fiction	23,647	19,047	4,248	46,942
A/V	9,904	2,923	115	12,942
Spanish	2,096	2,200		4,296
Total Collection	62,322	40,284	5,362	107,968

Collection by Age Group



Collection by Type



Book budget: The chart below shows where FY11 money was spent within the collection. There is also a comparison to the percentage of circulation to evaluate purchases. While it is not possible to perfectly match amounts spent in each category with its circulation, it provides staff a planning tool for the next year.

Library Material Expenditures				
	FY11	% Spent of "Totals"	% of FY11 Circ	Variance
Graphic Novels	\$0	0.0%	0.6%	-0.6%
Adult fiction	\$24,010	20.5%	14.5%	6.0%
Large print	\$446	0.4%	1.3%	-0.9%
Adult nonfiction	\$18,612	15.9%	10.3%	5.6%
Adult reference	\$661	0.6%	0.0%	0.5%
Adult Spanish	\$0	0.0%	0.8%	-0.8%
ESL & Language	\$0	0.0%	0.2%	-0.2%
Adult Print Sub	\$43,729	37.4%	27.7%	9.7%
Adult Spoken Word	\$3,892	3.3%	3.4%	-0.1%
TEACH	\$25	0.0%	0.8%	-0.8%
CDs	\$5,009	4.3%	3.5%	0.8%
DVDs	\$20,614	17.6%	19.9%	-2.3%
Adult AV Subtotal	\$29,540	25.3%	27.6%	-2.4%
Adult Total	\$73,269	62.6%	55.3%	7.4%
YA--Total	\$6,511	5.6%	4.2%	1.3%
Children's books	\$25,002	21.4%	27.5%	-6.1%
Children's Spanish	\$2,314	2.0%	2.4%	-0.4%
Children Print Sub	\$27,316	23.4%	29.9%	-6.6%
Child Sp Wd & CD	\$2,031	1.7%	1.4%	0.3%
J DVDs	\$7,824	6.7%	9.2%	-2.5%
Children's AV Sub	\$9,855	8.4%	10.6%	-2.2%
Children's Total	\$37,171	31.8%	40.5%	-8.7%
Total Print A,YA,J	\$77,556	66.3%	61.8%	4.5%
Total AV A, J	\$39,395	33.7%	38.2%	-4.5%
Totals	\$116,951	100.0%	100.0%	
Actual SO	\$24,285			
Overdrive	\$1,021			
Collection Total	\$142,257			
VAS	\$33,325			
Total	\$175,582			

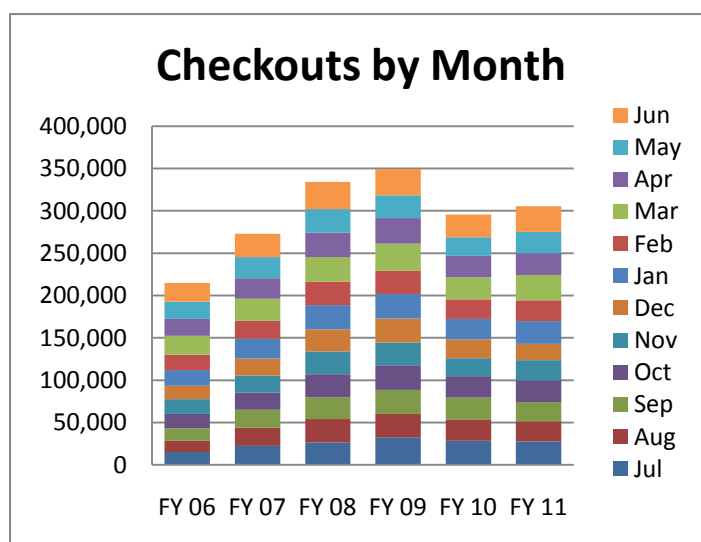
In-house borrowing (or circulation) reflects the degree of popularity of the Library's circulating collection with local Woodland residents.

In FY10 circulation declined by 15.34% but that was not unexpected with a 26% reduction in hours open to the public. This year, the Library was able to increase hours to 44 a week for most of the fiscal year (still an 18.5% decrease in hours from FY09) and circulation rebounded slightly increasing by 3.27%.

Circulation for the last two years outpaced FY07 levels when the Library had 45% more staff and almost 20% additional hours to provide access to the public. The net impact is that the Library is open fewer hours with less staff but the work has not decreased proportionately. This has created an increased workload for remaining staff who have already taken on extra duties from departing employees.

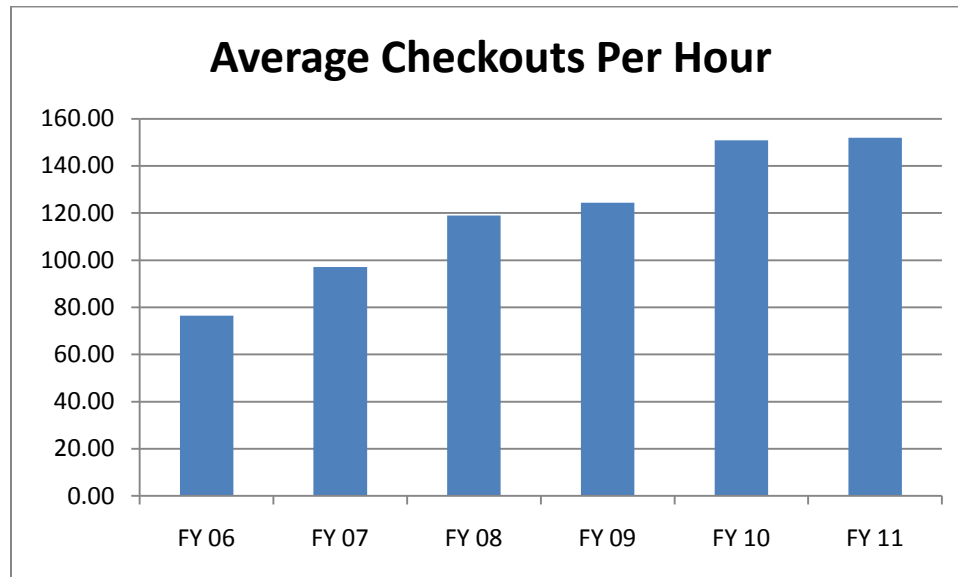
The amount of items checked out per hour has increased. So while hours and staff have decreased, the demand, need and use from the public continues to increase. Staff experiences a phenomenon of "compression," whereby the same or larger demand for service is compressed into shorter time frames with reduced staff.

Woodland Public Library Checkouts & Renewals														
Month-by-month														
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	%Change
FY 11	27,804	23,743	22,817	25,579	23,675	19,317	27,009	24,462	29,828	25,576	25,420	30,016	305,246	3.27%
FY 10	28,598	25,299	25,697	25,317	21,086	22,345	24,079	23,114	26,017	25,381	21,693	26,951	295,577	-15.34%
FY 09	32,617	27,688	28,220	29,084	26,699	28,307	29,261	27,692	31,535	30,214	27,071	30,750	349,138	4.52%
FY 08	26,706	27,290	25,769	27,099	27,033	26,067	28,565	27,541	29,348	29,157	27,585	31,877	334,037	22.44%
FY 07	22,262	21,852	21,149	20,098	20,241	19,848	23,409	21,389	25,795	24,510	24,741	27,528	272,822	27.16%
FY 06	15,236	13,294	14,702	17,128	17,117	15,928	18,727	18,051	22,107	20,233	20,189	21,837	214,549	40.53%
FY 05	11,545	11,644	12,254	12,052	12,200	10,670	12,716	12,796	14,565	13,490	13,558	15,176	152,666	5.71%
FY 04	11,645	12,066	13,569	13,425	11,821	10,884	13,396	12,376	13,656	11,811	9,560	10,205	144,414	-4.14%
FY 03	13,500	12,050	12,441	13,371	12,071	11,181	13,541	12,337	14,520	13,027	10,966	11,645	150,650	
FY 02							13,684	11,990	13,182	13,621	11,742	11,844		



WPL – Number of items checked out per hour of operation

	Total	Avg per hour
FY06	214,549	76.41
FY07	272,822	97.16
FY08	334,037	118.96
FY09	349,138	124.34
FY10	295,577	150.80
FY11	305,246	151.94



The Library is able to meet the increased per hour demand with decreased staff is because of the implementation of “self-checkout” stations. There is a station available at the circulation desk (to accommodate the necessary reduction of staffing in that area due to budget cuts), one by the media/self-service hold area, and a third station in the children’s area. Over time the use of these self-check stations increased and has now leveled off at approximately 50% of all checkouts.

Electronic resources (sometimes called “databases”) are an integral part of the collection that the Library offers to its citizens. These databases compile newspaper and journal articles and offer them in an ad-free environment since libraries pay for service. Many journals and newspaper title feed their content to serves such as Gale, Ebsco, and Newsbank. These databases contain information that is not available on the web (or if it is, there is usually a paywall). These databases can be searched by keyword and can be limited to full-text material or even peer-reviewed content for the more serious researcher.

Other databases offer useful information in electronic format (like Chilton car manuals). Also California statistics (including business and economics, community, population, education, health, etc) are available through the Rand Corporation. There are also databases that help children learn to read with read-along stories (Bookflix and

Tumblebooks) as well as the very under-used Learning Express which offers online practice tests for almost every standardized test (from the GED to the MCAT) and downloadable practice books.

Electronic Resource Use			
Name	Remote use	In-house use	Total
BookFLIX	0	21	21
Chilton's			148
EBSCO			612
Gale	437	4	441
Newsbank	272	176	448
OverDrive (since 1/20/11)	655 (checkouts)	n/a	655
Rand			1406
TumbleBooks		n/a	767
TumbleTalkingBooks		n/a	37
Learning Express			12

Interlibrary loan (or ILL) is the term for the service where a customer of one library can borrow materials that are owned by another library. A formal resource sharing partnership exists between Woodland Public Library, Sacramento Public Library and 15 other regional libraries. During FY11, 57,769 requests for loans were filled within the state of California.

Since the California State Library provides a small financial incentive to encourage resource sharing, this is also a revenue generating activity. Woodland Public Library received \$62,504 from the California State Library for this activity. These funds are designated for library books and other circulating material.

In FY10, the Library loaned 58,170 items and received \$82,342 from the state while in FY09 when the Library lent 72,681 items and received \$118,768 in funds. The drop in requested items is probably due to the Library's decreased materials budget. Simply put, if there is less to lend, there is less revenue generated by the collection. It illustrates how important a timely and up-to-date collection is to circulation. The drop in per item reimbursement from the state illustrates decreases in the State Library's funding.

Public Computer Usage:

The Library offers free Internet access as well as popular software such as Microsoft Office. The Library has 19 public computers with one computer a standing station that allows only 15 minutes of access (for those who only want to quickly check email, etc). The public is allowed one hour of use which can be extended an additional half hour (for a total of 90 minutes) if there is no one else waiting. The Library also offers access to Wi-Fi for no charge.

The chart below shows the number of individual "users" for the public access computers. During the months of February and March the Library's computer lab experienced significant technology problems and could only offer access on a reduced number of computers (some days as little as four computers were available. However, the City's

Information Services were able to solve the problems by —virtualizing” the lab which will hopefully also reduce the time IS spends troubleshooting problems in the lab.

	2008-2009	Per Hour	2009-2010	Per Hour	2010-2011	Per Hour
Jul	3,677	15.45	3,031	17.22	2632	15.67
Aug	3,734	15.56	2,756	16.40	2575	14.63
Sep	3,756	16.05	2,821	16.79	2474	14.73
October	4,179	17.27	2,767	15.72	2759	15.33
November	3,117	15.28	2,043	17.03	2087	13.73
December	3,795	16.22	2,237	15.53	1995	14.05
January	n/a		2,614	17.20	2767	15.72
February	n/a		2,470	17.15	1865	11.23
March	3,547	14.54	2,482	14.77	1698	10.11
April	4,458	19.05	2,594	15.44	2297	15.52
May	2,915	13.25	2,332	15.34	2413	15.77
June	2,893	11.86	2,702	15.35	2523	15.77
Total	36,071	13.08	30,849	16.13	28,085	14.35

Programming:

Due to budget cuts and staff reductions, the dramatic reductions in programming for FY10 continued through FY11. In FY10, story times were reduced to only 2 a week, however in FY11, the Library was able to increase story times to 3 a week but other programming stayed minimal.

Staff was able to work with Friends of the Library to secure funding for some special programming for children. In FY11, the Library offered: a children’s author visit, a magic show, a —Mina Lisa to Manga” art lesson and a music and movement program.

Total Library Programming					
		FY09	FY10	FY11	%Change
Toddlers					
	# programs	37	24	39	62.50%
	# attendees	1048	410	535	30.49%
Preschool					
	# programs	103	44	106	140.91%
	# attendees	1808	603	1064	76.45%
School Age					
	# programs	83	52	54	3.85%
	# attendees	7293	2130	5126	140.66%
Teens					
	# programs	45	10	11	10.00%
	# attendees	318	131	134	2.29%

Summer Reading Club (SRC) is the backbone of programming for children and young adults. Due to budget constraints, SRC was decreased from 6 to 4 weeks in FY10. Without a librarian dedicated to youth services, the cutback in SRC programming continued in FY11. However, the Library was able to utilize a part-time temporary librarian to assist with SRC planning and events. While the Library held only 4 events

(down from 7 in FY08), staff was able to do more outreach and marketing of the events. Probably most importantly, youth services staff was able to visit year-end assemblies at schools to promote the summer reading program.

To attract readers and draw children into the library, it is customary to provide special summer programming. This year, Library staff organized a SRC —~~ck~~ “kick off party” with craft stations (manned by teenage volunteers), a program about animals of the rain forest (with live animals), an art lesson and activity about impressionism by the Crocker Art Museum, a magic show and a science exhibit from the Davis Explorit Science Center.

All events, prizes, and printing for SRC were paid for by the Friends of the Library.

Summer Reading Club runs from June to July/August which straddles two fiscal years. The chart below represents SRC as a calendar year which is the way libraries frame it for evaluation. These numbers are also represented in the programming chart above in the appropriate fiscal year.

Summer Reading Club (SRC)							
	<i>Calendar Year</i>	2007	2008	2009	2010	2011	% Change
Initial Sign Up/Kick Off		85	354	0	143	234	64%
Total Participation		475	751	650	521	582	12%
Toddlers (<3 years)		52	79	44	48	49	2%
Children (3-12)		374	609	561	424	479	13%
Teens (12-17)		49	63	45	49	54	10%
Number of Programs			7	4	4	4	
Program Attendance		601	1,632	821	596	777	30%
# of Minutes Logged by Children		68,460	121,050	83,410	89,880	116,957	30%
# of Reviews Submitted by Teens		213	352	224	125	216	73%
# of Books Reported by Adults		0	301	241	265	336	27%

Due to budgetary constraints, the only adult programming done by Library staff is a —~~Bad~~ “Bad for Fun” program that corresponds to Summer Reading for children. The —~~Bad~~ “Bad for Fun” program does not offer events and is a voluntary reporting of books read by adults who wish to be entered in a drawing for prizes. The prizes (gift cards to downtown merchants) are purchased by the Friends of the Library. The —~~Bad~~ “Bad for Fun” statistics are reported on the SRC chart above.

All other programming that brings adults to the Library is done by affiliated volunteer organizations. The Friends of the Library, the Brown Bag Book Club, the Rose Club and Woodland Reads utilize Library space to offer interesting and educational programming while promoting and supporting the Library and its mission.

The Friends of the Library host an annual Mystery Night and quarterly author events. The Rose Club offers monthly meetings with topics such as wreath making as well as an annual Tea around Valentine’s Day and a Garden Tour of the Library’s roses and local private gardens. The BBBC has twice monthly meetings and draws a broad range

of people with the varied books they read. Without these organizations and their work, there would be no physical adult programming at the Library.

Volunteer Library Programming for Adults		
Friends of the Library		
	# programs	6
	# attendees	281
Brown Bag Book Club		
	# programs	23
	# attendees	285
Rose Club		
	# programs	13
	# attendees	556
Woodland Reads		
	# programs	1
	# attendees	80

Outreach:

As reduced staff struggles to serve over 800 visitors per day, outreach activities have necessarily decreased to focus on core library services. However, youth services staff always try to accommodate class visits and tours and library card sign ups. In FY10, youth services staff were unable to perform end-of-year school outreach but in FY11, they were able to visit 8 school assemblies to promote SRC. Esther Guardado (from youth services) participated at two schools for Read Across America celebrations and is a member of the Woodland Youth Coalition.

In September 2010, the Library participated in the annual Stroll Through History with docent guided tours through the library. In the spring of 2011, the Library participated in the "Woodland Reads" program, and the Library Services Director represented the Library to several service organizations throughout the city.

Goal 1: Increase Family Programming: Increase family programming relying upon Friends of the Library funding.

Even though the Library was unable to fill a funded youth services librarian position during FY11, the Library Board of Trustees and the staff were committed to providing as much quality programming possible aimed at children.

The Library committed to provide three story times a week instead of the two that had been offered through the previous year. The Library utilized existing staff as well as a professional librarian in a part-time temporary capacity. The Library offers morning and afternoon story times and offers one for toddlers and two for pre-school age children. The Library is exploring additional story time opportunities. For instance, "lap sit" story times (aimed at infants to toddler age) are very popular within the Library community.

Attracting families with young children helps instill commitment to literacy and provides support and educational resources for parents and children.

With the generous funding of the Friends of the Woodland Public Library, the was also able to attract young readers into the Library with special events such as a magic show and an art program about manga aimed at teens and tweens.

The part-time temporary librarian also provided a programming opportunity by networking with a Davis organization that merges music and music for toddlers to pre-schoolers. The organization, Music Together Davis, preformed a free interactive program for attendees.

The Friends of the Library provides all funding for the Library's Summer Reading Club (SRC). This year the theme was —One world, many stories" and the Library was able to offer four programs to attract young readers along with a kick-off sign up party and a end of SRC teen pizza party.

The Library is continuing its commitment to family programming and has plans for FY12. A costume party in October, family gaming in November, and a tree decorating party in December are planned and there will also a spring event. With the Library able to hire a third librarian, the workload will still be intense but the reward is something shared by the whole Library and the community.

Goal 2: Improve Web Presence: Redesign library website to increase usability and explore other web-based services to increase access and visibility for the public.

According to statistics generated by Google Analytics (the chosen measurement tool of the City's Information Services department), the Library's webpage generated 98,280 views - the most hits of any city department webpage except for the city's main homepage.

From the Library's webpage, the most used link was to access the Library's catalog and patron accounts which accounted for 48% of the traffic. According to use statistics, the other popular pages were pages for kids, research tools, and the Ask A Librarian service.

With access to the catalog, library accounts, subscription databases, research tools, calendar of events, links, and volunteer programs, the Library's website is very popular and useful.

The website structure was recently modified and streamlined. The Library staff worked together to determine common, understood language to convey the Library's message and to clarify the services we offer online. The Library also explored the possibility of a total professional makeover of the website but the City's Information Services offered their web design services and are working with the Library to redesign the front entry

page of the Library's website. At sometime in the future, the IS department will probably redesign the entire website and the Library will have the opportunity to update all its pages.

The Library is also exploring social media site and the phenomena of social reading. Websites like GoodReads are allowing readers to come together and share online. The Library is looking for ways to create a reader's advisory section utilizing some of free services (such as blogs) available online.

Goal 3: Explore the possibility of a Job Literacy Center: To fill the need of job literacy skills for people of all ages in the community, explore the possibility of creating a Job Literacy Center.

The Library has approximately 2,000 square feet of unfinished space located under the children's department on the southwest side of the building. The Library Director and Literacy Coordinator looked into opportunities for funding to finish the incomplete area.

Contrary to what has been previously reported, little additional operating expenses would be needed to maintain the space. There would be additional costs for HVAC, etc. however the Literacy Service would move to the renovated space and there would be no additional staffing costs.

However, even with little or no additional expense to the City, the Library and its Literacy Service is too understaffed to undertake the completion of the space without technical assistance and financial support from the City which is currently not available. The Library hopes that in the near future the economic conditions improve and that support for the renovation will be made possible.

Goal 4: Increase Volunteer Utilization: Expand volunteer program in a way that requires minimal staff supervision, addresses high priority library needs, and operates effectively.

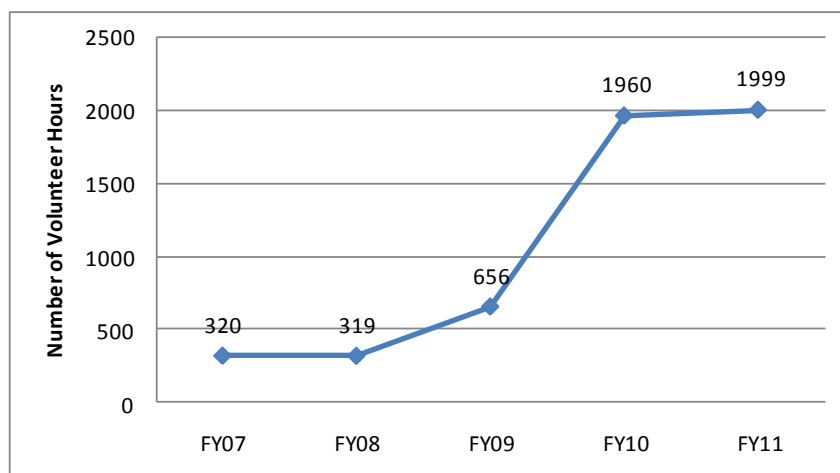
Woodland Public Library has historically had an active volunteer program from which the Library and community benefits in many far reaching ways. The Library is very open and enthusiastic regarding the possibilities of enhancing library services through the use of volunteers. At the same time, the Library is realistic regarding the requirements, limitations and challenges.

The California State Library recognized the Woodland Public Library as a trailblazer in the field of volunteerism by including many of the procedures and job descriptions in their publication, *Volunteer Involvement in California Libraries: Best Practices* (1999). The California State Library annual report requires reporting of volunteer hours.

The recent reduction in volunteer hours is a reflection of the reduction in Library hours as there is simply less time available for people to volunteer. However, the combined volunteer hours were still equivalent to almost four full-time staff members.

Type of Volunteer Activity	FY 08	FY 09	FY 10	FY 11
Literacy Program (mostly tutoring)	3,687	10,385	8,270	5,453
Library Formal Volunteer Program	319	517	1,960	1,999
Teen Volunteers (mostly SRC)	337	225	86	274
Total Traditional Volunteer hours	4,342	11,127	10,316	7,726
FTE	2.10	5.38	4.98	3.73

In 2009, the Library Formal Volunteer Program (which trains and organizes volunteers to shelve books and check the order of books on the shelves) hours increased from 318.5 hours to 517 hours, representing a 62% growth. However in 2010, under the care of a Volunteer Trainer and Coordinator (who is also a volunteer), the program has grown significantly.



Besides the success of the Library Formal Volunteer Program, the infamous —~~Spine~~ **Spine** Tingle” were resurrected whereby volunteers mend books and bindings to help lengthen the shelf life of material. In FY11, the Tingle” repaired 511 items that were put back into circulation saving the Library money.

The biggest challenge when working with volunteers is the significant amount of time required in recruitment, selection, training and supervision. Also, volunteers CANNOT be depended upon for critical public services tasks which cannot be suspended when volunteers don’t show up.

Volunteers are not free. In addition to recruitment, training and supervision, the department covers the cost of workers’ compensation for all volunteers. A number of very real barriers also exist in the use of the library volunteers. *Access to databases containing confidential patron information is a privacy issue. Most libraries do not allow volunteers access and we have been very selective in allowing only a few volunteer interns (following strict training and review of privacy policies) to have access; however, it raises issues of network security as well.* All of the Library’s volunteers in the Library

Formal Volunteer Program sign a confidentiality agreement acknowledging the private nature of library records and promise not to use/reveal any information.

The Library is participating in a Volunteer Match Program and in May 2011 recruited a Volunteer Coordinator who has committed to the Library for at least a year. With the reduction of staff, there is not enough paid manpower to supervise volunteers. The Library has had great success with a volunteer coordinating the Library Formal Volunteer Program and will try to duplicate that success in other facets of volunteerism.

In addition, the Library benefits tremendously from the more informal volunteerism that is documented as follows for 2011:

Rose Club (grounds maintenance, administrative, fundraising)	2,245 hours
Friends of the Library (fundraising, administrative, advocacy)	4,700 hours
Spine Tingers (repair of circulating material, training)	205 hours
Board of Trustees (administrative, advocacy)	<u>600 hours</u>
	7,750 hours

The Library's website has a direct link to a volunteer page with information regarding type of activities available, expectations, processes and contact information:
<http://www.cityofwoodland.org/gov/depts/library/volunteers.asp>

Facilities and Equipment:

Front Door:

Over the 2010 Labor Day weekend the front doors of the Library were breached. City Facilities staff was able to make the door slightly more secure but could not fully correct all the problems and recommended replacing the doors. Measure E funds were made available to replace the door. New doors were installed in January 2011.

Drive Up Book Drop:

Reflective tape was added to the edges of the book drop on Carnegie Way to help drivers navigate around it as it has been hit several times.

Phones:

A new phone system that uses Voice Over Internet Protocol (VoIP) technology was installed by the City Information Services. The phone system is more flexible for users and allows greater personalization based on need of the organization. There were small disruptions to phone service during furloughed days and when the Library was closed but phone service interruptions were minimal.

Equipment:

The Library upgraded the staff copier during the second quarter. The new copier scans, faxes and prints allowing the Library to deaccession stand-alone printers which cost more for toner and are harder for the City's Information Services department to support.

Heating/Cooling:

In November 2010, the Leake Center reported a heating problem. After several misdiagnoses, a contractor was called in a part was ordered. Eventually the Leake Center had full heat in March 2011. The children's area also had heating problems

during the winter. After several attempted adjustments by City Facilities staff, a contractor was called in and the heat was restored immediately.

Power Washing of Building:

Thanks to an email to City Hall from one of the Friends of the Library, the Library was power-washed by City Facilities staff on May 13, 2011. While washing, it was discovered that the drain by the Friends' door was almost totally clogged and a plumber was called to unclog it the following Monday.

Furniture:

At the end of FY10, the Friends of Woodland Public Library purchased wooden wall holders to house community information and those units were installed near the front door the beginning of FY11. This year, the Friends purchased for the Library a standing computer desk which now houses a public Internet computer with a 15 minute time limit. Also in FY11, the Friends contracted Perez Cabinet Shop to build an octagonal display for books. The display now houses new non-fiction books by the Library's Front Street entrance.

Grounds:

The Woodland Library Rose Club continues to do an extraordinary job of maintaining the rose gardens for the enjoyment of all of Woodland. Over 2,000 volunteer hours are contributed to the maintenance and clean up of the gardens alone.

Leake Center Closure:

Although the Library offered meeting space to the community since 1989, it is not one of the core services supporting the mission of the Library. The Library Board authorized its closure to the public as of May 1, 2009 as a result of staff and budget reductions in order to focus remaining limited resources on the primary mission of the Library. The Center continues to be closed to the public.

Miscellaneous:

Grants:

The Woodland Public Library partnered with its Literacy Service and was awarded two grants for employment literacy services.

- The Library and its Literacy Service received a \$10,000 Library Services and Technology Act (LSTA) grant through the California State Library. LSTA is a federal grant program that is managed by the Institute of Museum and Library Services (IMLS) and is administered in California by the State Librarian. Half of the money was used to offer four intensive workshops teaching job seeking skills. The other half of the money went toward books for the Library's circulating collection. The money allowed the creation of a Job Resources section of the library to assist job seekers find the books needed.
- The Library and its Literacy Service received a \$2000 grant from Woodland's Sunrise Rotary Club. The grant allowed for the purchase of three fully equipped notebook computers. These computers were added to the four laptops Literacy already used for job assistance computer labs. The program, with one-on-one tutoring from Literacy and Library staff, has been so successful it has been expanded from one day to two days a week. If staffing were available, the lab would be utilized by the under or unemployed every day of the week.

- The local Omega Nu chapter provided a \$500 donation to the Library for the purchase of large-print books. Large print books are an important part of the collection as population ages and eyesight issues increase. Currently 12.9% of the US population is 65 or older – that is 1 in every 8 Americans. By 2030 it is expected that 30% of the population will be at least 65.

Food for Fines:

The Library accepted one can of food per dollar owed for late fines during the holidays (post-Thanksgiving to pre-New Years). The food was donated to the Food Bank of Yolo County. Counting the number of —cans” donated was attempted but it was impossible since food was constantly coming in but many needy families were helped.

Snapshot Day:

The California Library Association’s —Snapshot Day” asked libraries around the state to report statistics such as circulation, computer usage and door counts from one day in October. The Library contributed by including its usage and events for October 19, 2010.

Staff Development

All permanent staff evaluations are current. This past year, staff attended regional meetings and workshops, state conferences, webinars, podcasts and workshops sponsored by InfoPeople, the training contractor for the California State Library. All librarians attended training for America’s Newspapers, OverDrive, QuestionPoint, and the California Library Association Conference. The Director and librarian Patricia Lakie attended in-person Public Information Officer training and a webinar about ADA updates. Patricia Lakie also attended a jobs and workforce recovery webinar, a volunteer utilization workshop from the California State Library, and the Innovative User’s Group conference, as well as a library behavior policy webinar with librarian Carol Davis. Carol Davis also attended a Latinos in libraries webinar. Esther Guardado attended a workshop that merged music and movement in story times. The Director attended the American Library Association Annual Conference, a workshop for dealing with difficult people, and a training for harassment prevention.

All professional librarians belong to the American Library Association and the California Library Association. All staff is also up-to-date on the NIMS emergency training that is available. Substantial emphasis has been placed on staff development as the library field is always changing. As more routine tasks are automated and/or outsourced and more emphasis is placed on public service, new skills will need to be developed in both professional and paraprofessional staff.



The Woodland Public Library
Literacy Service
&
The Woodland Literacy
Council

Annual Report
2010-2011

Woodland Public Library Literacy Service: A Brief History

The Woodland Public Library Literacy Service began in 1985 through a grant provided by the California Library Literacy Service, the adult literacy component of the California Literacy Campaign. Public Libraries participating in the California Library Literacy Service provide English language literacy instruction for adults. For most of the Literacy Service's 26 year history, it served a geographical area that included all of Yolo County. Based in the Woodland Public Library, tutors worked in the branch libraries of Yolo, Esparto, Davis, Winters and West Sacramento. At varying times over its 26 year history, the Literacy Service has administered programs in Family Literacy, Mobile Literacy (with the Literacy bus), English as a Second Language (ESL), and Inmate Literacy Programs. The Literacy Service falls under the jurisdiction of the City of Woodland and the Woodland Public Library. The Woodland Literacy Council is a non-profit organization serving as the Literacy Service's primary advocate and fundraiser within the community. As with many organizations, the Literacy Service's history has seen up and downs. By early 2007, the Literacy Service was close to closing its doors. Of all its previous programs, the only two that existed were the Adult Literacy Program and the Inmate Literacy Program. By May of 2007, the Adult Literacy program was down to 27 tutor/ student pairs and 15 learners within the Inmate program at the Monroe Detention Center.

In July 2007, two events took place that would change the face of literacy in Woodland, and begin its road to recovery. The Yolo County Library System Applied for and received a grant from the California Library Literacy Service (CLLS) to establish a literacy service for rural Yolo County (Davis, Esparto, Winters, and West Sacramento).

The State of California divided Yolo County into two sections, separating Woodland from the rest of the county, and as a result we began to look at the solving of —by” literacy problems. It was also at this time that a new coordinator was hired whose expertise lay primarily in non-profit organization administration rather than education or literacy. With the goal of financially and organizationally putting the program back on its feet, the initial task was to restore the basic adult literacy program, followed by discovering and meeting the literacy needs of the city of Woodland.

The Adult Literacy Program is stronger than it has been in quite some time. We have sought out, and are meeting the literacy needs unique to city life. Programs working with the incarcerated, the homeless and the developmentally disabled have become solid programs within the Literacy Service over the 3 past years. And, perhaps most importantly in today’s economy, we are financially sound.

In the following pages, we will take a look at the needs within this community both in their uniqueness and their universality, explore the programs we have, explain the financial workings of the Literacy Service in general, and with regards to individual programs. And, because it is hard not to, we will attempt to establish some of the goals for the upcoming year. Because of the interconnection between the Literacy Service and the Woodland Literacy Council, a section of this report is included that explains their role as advocate and fundraiser.

The need: Illiteracy within our community

According to the 2007 Department of Education report, 1 in 5 Americans are illiterate. They can not read above a 4th grade level. It is estimated that an even higher percentage are functionally illiterate, in that they are reading between a 4th and 8th grade level. For a community of 50,000 people, that represents approximately 10,000 people that have some sort of reading and writing deficiencies.

It is an established fact that there is a direct correlation between illiteracy, poverty and crime. Jonathan Kozol in his report *Illiterate America* states that of the 173,000 inmates in the California prison system, over 50% of them can not read above a 7th grade level, with 21% reading below a 3rd grade level. Of the nearly 60,000 that have been released due to overcrowded prisons or are on probation, a large percentage of those are in need of literacy education. The recidivism rate among those who are illiterate is 73%.

The illiteracy rate among the homeless is equally as staggering. According to the *Institute for the Study of Homelessness and Poverty*, 50% of those living in shelters or some form of transitional housing have not graduated from high school. The illiteracy rate is highest among the homeless, adding to their inability to secure a job, affordable housing and health care. Few shelters have the staffing or finances to operate an effective literacy program. And, these are the only needs that can be measured, and do not reflect those whose primary language is not English, yet seek reading and writing skills to pass Citizenship exams, technical exams, or fill out a variety of governmental paperwork. It does not take into consideration those who are functionally illiterate who desire to be able to help their grandchildren with homework, or pass GED exams. All

these challenges in literacy have yet to make it into government reports, yet are equally important to the lives of those involved, and to the health of our literacy program.

The fact that the City of Woodland is reflective of the national tendency is of great concern. The challenge, then, for a literacy program is to find ways of meeting these needs with the specific goal of the learner in mind, and, often, in a setting much different from traditional education.

The Woodland Public Library Literacy Service is recognizing those needs and making strides to fulfill them.

THE LITERACY SERVICE

The Adult Literacy Program:

In July, 2007 the Adult Literacy program had approximately 27 tutor/student pairs in Yolo County, and one small group session in Winters. There was a student waiting list of over 25, some of whom had been waiting for over a year. With an increase in tutor recruitment and training, we now have 70 active volunteer tutors teaching 90 students. There is a waiting list of no more than 5, as tutor training takes place monthly and tutors are matched with students within two weeks.

The Adult Literacy program is a goal oriented program. Tutors and students are paired for one-on-one instruction with an emphasis on individual goals ranging from basic literacy skills in reading, writing and comprehension to improving jobs skills, to GED work and citizenship preparation. The *Challenger* basic literacy series serves as the foundation of our curriculum, with the Literacy Service maintaining a full library of goal-oriented literacy programs. We also house a small reading library complete with literature for the mature adult at all reading levels. Believing that possession, the mere act of owning study materials, is important when it comes to learning, the workbooks are supplied to the student at no cost to them.

Students are assessed upon entering the program, and again twice a year using the *Roles and Goals* evaluation established by the State of California. This past year, the process of assessment has been examined, and although the Adult Placement Indicator (API) test is the initial evaluation, CASA has become our secondary source of evaluation. Based on these two assessments and the student's individual

goal, a curriculum is developed. Tutors are trained in the effectiveness of both these methods.

An increased effort in effective data collection has resulted in a more efficient use of the data base, *LitPro*, based on the input from tutor's monthly reports. A conscience and successful effort to increase communication with tutors was made and as a result a specialized curriculum has been developed.

Demographically, 30% of the learners are Latino, 50% are white with the remaining 20% representing Asian and African American backgrounds. 43% of the learners range in age between 30-50 with the remaining percentile falling evenly on both sides of the 30-50 year old range. 45% are women and 55% are men. 90% of the tutors are white, with the remaining 10% divided between Asian, African American and Latino.

84% of the 640 learners reporting goals to the State of California (including those participating in STEP) reported significant achievements. A major increase this year was seen in use of the public library, as well as those achieving job literacy goals such as the completion of a resume, improving job skills and obtaining of employment and housing.

The biggest challenge will always be the recruitment of students, because traditional announcements in printed material, such as newspaper articles or fliers, are not readily accessible to those in need the help. The Literacy Service has stepped up its outreach programs this year working hand-in-hand with the Cache Creek Rehabilitation Center, the Department of Employment and Social Services, and most recently, Walter's House working with individuals in need of job literacy as well as basic literacy

skills. The result has been an increase in those marginal students who would not normally seek out help through the Literacy Service.

We have reduced the waiting list to no more than 2-3 students at a time, with the waiting period under 14 days. We have made it our goal to meet the needs of potential students in the quickest and most efficient manner possible.

Inmate Literacy:

Nearly 18 years ago, Charlotte Beal began a literacy program in collaboration with the Woodland Public Library Literacy Service to offer inmates within both the Monroe Detention Center and Yolo County Juvenile Hall tutoring in the basic literacy skills of reading, writing, and comprehension. The program took place within the walls of these two institutions, and was focused upon the inmate's completion of a General Education Diploma (GED).

In the last 11 years, over 109 inmates have graduated within Monroe Detention Center and 71 within Juvenile Hall with GEDs. Of those graduates, only 2 have become repeat offenders. Her recidivism rate is less than 2%. Most graduates have gone on to get jobs and lead productive lives.

The program is funded through the Yolo County Sheriff's Department and the Yolo County Probation Department. In addition to salary and administrative costs, the department's supplies funding for study material, testing supplies, and test proctor.

This program has been a solid, productive one since its inception. Other detention centers from neighboring counties are beginning to transfer over inmates to Monroe Detention Center and Juvenile Hall based on the excellence of our literacy program. Our initial concern was whether or not we would be able to continue to meet the needs of those inmates with the level of performance we have established to date with the funding available. Charlotte Beal has done an excellent job, and continues to see positive results as we look towards the milestone of the 200th GED graduate at Monroe Detention Center and Juvenile Hall this coming year..

It should be noted that although men and women on parole or probation are part of the STEP program and have been recruited from DESS or Cache Creek Rehab, the Literacy Service has never seen a graduate from the Inmate Literacy Program in its Adult Literacy Program. Graduates from Charlotte's program walk away with much more than a GED. They walk away with the confidence and commitment to improve both their lives and the lives of their family. It is a true reflection of the success of the program.

Funding continues to come from both the Yolo County Sheriff's Department and the Yolo County Probation Department. Their yearly commitment is \$38,000 despite the current budget cuts.

No Barriers:

No Barriers is a program specifically designed for adults with developmental disabilities and behavioral challenges. *No Barriers* assists in bridging the gap between home and the community. Their program emphasizes behavioral management strategies led by Clinical Psychologist, Dr. Steven Heidorn and Behavioral Specialist, Joe Zavala. *No Barriers* staff are trained and supervised to provide 1:1 support. A low staff to client ratio makes it possible to adapt to their clients' unique personal and social goals while enabling them to participate in typical activities in their community.

No Barriers came to the Literacy Service with a unique problem; how to integrate an educational program into the daily schedule of their clients. The staff was trained in basic literacy skill techniques, and supplied with learning materials, staff support and guidance. In many ways, this is the program with the most visual results. Many of the *No Barriers* students began the program with no reading and writing skill whatsoever, but through constant and focused work are now reading at elementary school levels. A specialized curriculum has been developed primarily by the Literacy Assistant, Alma Molinari, to supplement the basic *Laubach* reading series.

In addition to the basic reading and writing skill improvements, *No Barriers* students have worked to improve Math, time-telling and money skills. A large garden was planted on the Hayes Ranch just outside of Woodland and the produce is abundant (much of which is being given to the Wayfarer Center and the Food Bank) because they are able to read the back of seed packages, label the vegetables on stakes and measure the distance between the plants. It is something that a year ago would not have happened.

15 pairs of counselors and clients now work with the Literacy Service. Funds for student study materials came from a generous gift from the Woodland Sunrise Rotary and Davis Soroptimist.

S.T.E.P-Strength Through Education Program

The *Strength Through Education Program* (S.T.E.P.), is the literacy tutoring program housed within the walls of the Yolo Wayfarer Center in downtown Woodland. The concept for S.T.E.P. sprang forth in much the same way as our Inmate Tutoring Program in that a need presented itself in a non-traditional venue. With a direct correlation between poverty and illiteracy, improving reading and writing skills for those housed at the Wayfarer Center for the Homeless became a necessary program for the successful transition between living on the streets and a successful independent life style. It became the key to securing employment, finding housings, creating a healthy family situation, and leading a more confident, secure life.

S.T.E.P. provides one-on-one, group and family tutoring within the confines of the Wayfarer Center for the Homeless. Once the evening meal is served, residents must remain at the center for the rest of the evening. It is this time of the day, when the pressure of daily living is lighter, that residents can focus on improving reading and writing skills, on work related goals, and on skills needed for independent living. It is also a time when families can come together to, with the help of a tutor, work on the child's school work, family living skills, and individual tutoring of parents.

The transitory nature of life within the shelter required us to return to the basic philosophy of the Literacy Service, in that we are goal oriented in our teaching.

The Literacy Service in an attempt to meet the educational needs of a variety of residents operates four unique sessions at the Wayfarer Center. Monday evenings consist of personalized attention to reading, writing and job literacy skills. Monday evenings also give us an opportunity to broaden the education base with classes in art,

music and relaxation.. Thursday evenings focus on a more traditional education in writing, reading, and comprehension. Children at the Wayfarer Center work on homework and other educational activities under the direction Carol Furlong, the program's Early Education Tutor.

Program administrator, Mike Elfant coordinates and supervises a three person tutoring team, each specializing in one or more areas of learning. Assessment is done on a case to case basis. Data is fed into our *LitPro* Data Base The ultimate goal, as with our inmate tutoring program, is to equip the resident with the needed literacy skills—the ability to read, write and comprehend—to succeed in an independent, fulfilled way of life.

As the result of a \$10,000 grant from LSTA, the library in conjunction with the Literacy Service held four employment development workshops in the late spring and early summer of 2011 led by profession career counselors, *Career Paths*. A total of over 60 attended. \$5,000 of the grant was spent on collection development focusing on job and employment books and materials. A \$2,000 grant from Sunrise Rotary allowed us to buy 3 new lap top computers to add to our existing lab, as well as software and flash drives. Employment Computer labs are offered twice a week (Monday and Tuesday afternoons) with trained staff focused on resumes, job search skills, and basic computer literacy.

For those students leaving the center for a significant period, tutoring will be available through our Adult Literacy Program.

Within the past year, we have seen nearly 632 homeless residents pass through the program. 25% of the students have completed job literacy classes, and obtained employment, and well over 50% of the residents have obtained permanent housing.

In the spring of 2011, STEP published *Shadow in the Mirror*, a collection of the resident's writings over the past two years. The writing exercises are a key element of the program, are gathered together once a month in the *Wayfarer Literary Journal*, a publication available in print and on line at www.cityofwoodland.org/library.

It is a program that is constantly evolving because of the needs of the economy, the transitory nature of being homeless, and the needs of our students.

VOTER LITERACY

The Voter Literacy Program is a program targeted at students in the Inmate Literacy Program and at Wayfarer offering curriculum in voter rights, registration and information concerning candidates and issues of the election. The material is designed for the lower level reader.

During the 2010 elections, 27 first-time voters registered to vote and over 35 new and returning voters voted. Sessions at both the Monroe Detention Center and Wayfarer focused on not only the city council elections, state wide elections and ballot measures but on a citizen's right and responsibility to vote. The Voter Literacy Program was initially funded by a \$5,000 outreach grant from the County Clerks office.

BUDGET NARRATIVE

The 2010-2011 budget was \$158,237. This budget included revenue from the California Library Literacy Service, the City of Woodland, the Library Fund, the County Sheriff's Department, and Woodland (Yolo) Literacy Council. Additional funding came from private and public foundations including the Yocha DeHe Community Fund, Target, United Way, Soroptomist, the Teigert Foundation, the Kelly Foundation, Sunrise Rotary, USBANK and the Community Development Block Grant. 27% of the revenue was not expended and carried over into the 2011-2012 budget. I have enclosed a copy of FY 2010-11 budget and year end report at the end of this section. This budget allowed us to operate our basic Adult Literacy program, the Inmate Literacy Program, Voter Literacy, No Barriers, and the STEP program. The Literacy Coordinator position was increased to a .75FTE position. At the beginning of the 2011-12 FY that position became full time..

The Inmate Coordinator, Program Administrator for STEP, and part-time instructors in the STEP program are hired on a contract basis. Two positions were added at the beginning of the 2009-2010 FY and include an Early Education instructor working with the children at Wayfarer, and a Computer Intensive instructor for the STEP program and continue into the 2010-2011 FY.

With the hiring of a new Literacy Coordinator four years ago, a stronger emphasis has been placed on fiscal responsibility. Meeting the literacy needs in Woodland means meeting them with materials, staff and additional funding. The Literacy Coordinator has attended three grant writing seminars through the Foundation

Center in New York, resulting in the reach and writing of over 40 grants, and an extensive increase in revenue for both Adult Literacy and STEP.

With the increase in programs and participants, the Literacy Service received an increase in State funding, as well as an increase from the Sheriff's department for the Inmate Program. The expected budget for the coming year (2011-2012) is to run \$160,000 for Adult Literacy and \$20,000 for the STEP grant.

The bottom line is that meeting additional needs within the community requires additional programs, and additional programs require the staff to administer them. With fiscal responsibility the top priority, we feel confident that we can meet the new and exciting challenges that the Literacy Service is embarking on this coming year.

A GLIMPSE INTO THE FUTURE:

The look towards the future began in many ways when the Woodland Public Library Literacy Council was asked by the California Library Literacy Service to focus its efforts on the City of Woodland. What had traditionally been viewed as a rural farming community was now being seen as an urban community with all the positive and negative distinctions that separate the two.

The Literacy Service has taken this distinction seriously and has begun, and will continue to explore those needs unique to being a city. We have taken major steps in dealing with the literacy needs of the homeless, of the developmentally disabled, of the incarcerated as we also continue to meet the needs of the general adult learner population.

But this is only the tip of the ice berg that we label “Literacy in America”—that 1 in 5 adults who can not read above a 4th grade level. We are facing an aging population, and with that a group of senior citizens in need of improved literacy skills. Hispanics and other minorities are now in the majority with over 50% of our population speaking English as a secondary language. With the beginning of urbanization comes the problems associated with urban life, and we must look for ways of dealing with an education system that is failing young adults. I foresee a time when teen and young adult literacy is a major program within the Service.

And with this I see an increase in specialization in literacy services as we again turn to the need for goal oriented programs to meet such a variety learners and learning environments. And with this I see an increase in tutor training as we attempt to match the skills of the tutors with the needs of our learner populations.

WOODLAND LITERACY COUNCIL

Our Mission:

The Woodland Literacy Council envisions that every Woodland resident will have the opportunity and the resources needed to become literate. The Council will enhance community awareness of literacy programs and promote the benefits of literacy within the community. We will nurture and encourage the staff members and volunteers at the Woodland Public Library Literacy Service as well as our literacy advocates.

The Woodland Literacy Council was founded in 1984 and has grown in membership to just over 100, with an executive board of 8. Our members serve the Literacy Service as representatives and advocates for literacy, as fundraisers, as educators to the public, and as support to the Literacy Staff.

Our annual contribution to the Literacy Service aids in the overall operation of the organization, as well as specific projects such as the homeless tutoring project at the Yolo Wayfarer Center. We raise funds through an annual fundraiser, through grants from corporate and private foundations, the United Way, civic organizations and membership. The donation for 2008 was \$4,000 with an expected increase in the coming years.

We publish a quarterly newsletter announcing upcoming events, student achievements and informational articles for our tutors and members.

We supply support to the staff in terms of public advocacy, public relations and meeting special material needs required by the Literacy Service.

The Woodland Literacy Council was selected as the Woodland United Way Agency of the Year for 2008, and the Literacy Coordinator serves on the United Way Board of Directors.

Woodland Literacy Council Board of Directors

The Yolo Literacy Council meets on the Second Monday of every month from 5:00 to 6:00 in the office of the Woodland Public Library Literacy Service located in the Public Library, 250 First Street, Woodland, CA 95695.

Rosalinda Martinez, President, 2007-2009, Member at Large 2005-2007

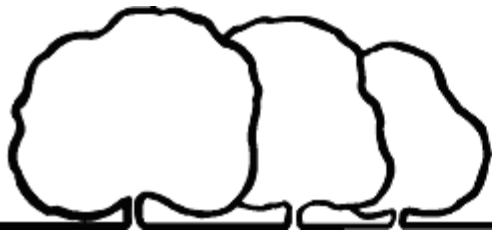
Bobbie Moriel, Treasurer, 2005-2009

Julie Gallelo, Member at Large 2008-2011, President 2006-2008

Jane Watson, Member at Large, 2007-2010

Tom Pavao, Library Board of Director Liaison

Sue Bigelow, Literacy Coordinator/Liaison



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Public Works Monthly Status Report

Report in Brief

The Public Work's Department Monthly Status Report includes an executive 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

- o Staff completed 368 hours of training in the month of October.
- o The Public Works Department has 8 Vacancies as of October 31, 2011.

The operations detail contained in these reports are for the month of October 2011; all project related information is current as of November 29, 2011.

Prepared by: Stephanie Frank
Administrative Secretary

Reviewed by: Gregor G. Meyer
Public Works Director

Kevin O'Rourke
Interim City Manager

Attachment



Public Works Department.
Monthly Status Report
Summary – October 2011

For the Month of October 2011		
Division	Service Requests	Work Orders
Administration	676	
Electrical	36	100
Environmental Services		32
Facilities	56	77
Fleet		240
Parks	15	35
Pretreatment		35
Sewer	20	103
Signs & Markings	2	95
Storm Drain	15	32
Streets	19	46
Urban Forestry	33	45
WPCF		
Water	427	225
Grand Total	1,299	1,065

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 Through 10/31/2011	
Service Requests 13,934	Work Orders Complete 9,949

21 Working Days This Month = 62 Requests for Service per Day

With **1,299 Service Requests received**, Public Works crews handled **1,065 Work Orders** for the month of October. They included:

Operations & Maintenance

Administration:

- The administration team received 1,299 Service Requests; 676 of which were handled through the front desk, and the other 623 requests were distributed to the appropriate division. (see chart above)
 - ♦ 55 Backflow Notifications were mailed to responsible parties regarding testing requirements
 - ♦ 339 Underground Service Alert (USA's) requests processed
 - ♦ 186 Delinquent Water Shut-Off's
 - 178 Residential Accounts
 - 8 Commercial Accounts

Electrical:

- 17 Battery Backup Systems Removed & Replaced
- 2 Service Pedestal Services
 - ♦ Annual Maintenance
 - ♦ Remove/Replace Breaker
- 12 Street Light Work Orders
 - ♦ Asset Management
 - ♦ Damaged/Exposed Wiring
 - ♦ 2 Graffiti Removal Services
 - ♦ 2 Street Light Services
 - ♦ 1 Repair Knockdown
 - ♦ 1 Handhole Cover Replacement
- 29 Traffic Signal Repairs
 - ♦ Asset Management
 - ♦ Bi-Monthly Inspection
 - ♦ 2 Damaged/Missing Backplate Replacements
 - ♦ 3 Inspections
 - ♦ 4 Installation/Upgrades
 - ♦ LED Change Out
 - ♦ 1 New Signal Installation
 - ♦ 2 Pole Knockdown Repairs
 - ♦ 5 Signal Repair
 - ♦ 4 Timing Checks
- 3 Facility Service Request
- 3 Final Inspections
- 10 Park Facility Service Requests
- 3 Lift Station Service Request
- 8 Water Pollution Control Facility Service Requests
- 9 Well Site Services (Install/Upgrade, Testing, Data Retrieval, SCADA Modification)
- Received/marked 369 Underground Service Alerts (USA's)

Environmental Services:

- 30 Green Waste Investigations
- 1 Public Nuisance Investigation
- 1 Storm System Investigation

Facilities:

- 14 Repairs to City Hall
 - ♦ 1 Furniture Assistance
 - ♦ 2 Generator/Transfer Switch Tests
 - ♦ 3 HVAC Services
 - ♦ 1 Inspection
 - ♦ 1 Lighting Service
 - ♦ 4 Plumbing Services
 - ♦ 1 Lock Service
- 9 Repairs to Fire Stations 1, 2 &3
 - ♦ 2 Generator/Transfer Switch Tests
 - ♦ 1 HVAC Service
 - ♦ 1 Electrical Line Location Service

- ♦ 1 Inspection
 - ♦ 1 Lock Service
 - ♦ 1 Plumbing Service
 - ♦ 2 Miscellaneous Services
- 13 Repairs to the Library
 - ♦ 1 Furniture Assistance
 - ♦ 1 Installation/Upgrade Service
 - ♦ 4 Lighting Services
 - ♦ 1 Lock Service
 - ♦ 1 Plumbing Service
 - ♦ 1 Power Loss Service
 - ♦ 1 Wall Repair Service
 - ♦ 3 Miscellaneous Services
- 16 Repairs to the Municipal Service Center
 - ♦ 1 Furniture Assistance
 - ♦ 3 HVAC Services
 - ♦ 1 Inspection
 - ♦ 1 Installation/Upgrade Service
 - ♦ 4 Lock Services
 - ♦ 1 Missing Cover Installation
 - ♦ 1 Plumbing Service
 - ♦ 1 Wall Repair
 - ♦ 3 Miscellaneous Services
- 16 Repairs to the Police Department
 - ♦ 6 HVAC Services
 - ♦ 5 Inspections
 - ♦ 2 Lock Services
 - ♦ 1 Missing Cover Installation
 - ♦ 8 Plumbing Services
 - ♦ 1 Power Loss Service
 - ♦ 1 Miscellaneous Services
- 1 Repair to the Water Pollution Control Facility
 - ♦ 1 Lock Service

Facilities has a backlog of 57 Service Requests

Fleet:

- 240 Work Order Repairs to 132 different units (vehicles, apparatus & equipment)

Parks:

- 35 Work Orders
 - ♦ 1 Internment
 - ♦ 5 Cemetery Maintenance Services
 - ♦ 2 Chemical Testing/Calibrations
 - ♦ 1 Equipment Repair/Replace Services
 - ♦ 6 Irrigation Repair/Replace Services
 - ♦ 2 Litter/Garbage Pickup Services
 - ♦ 7 Park Maintenance Services
 - ♦ 1 Mowing Services
 - ♦ 2 Playground Inspections

- ♦ 2 Pool Cleaning Services
- ♦ 3 Restroom Cleaning Services
- ♦ 1 String Trimming Service
- ♦ 1 Vandalism Repair Service
- ♦ 1 Weed Control Service

Pretreatment:

- 14 Auto Related Inspections
- 20 Food Service Related Inspections
- 1 Public Outreach

Sewer:

- 11 Sewer Cleanout Services
 - ♦ 1 Inspection
 - ♦ 1 Preventive Maintenance Service - Installation
 - ♦ 5 Reactive Maintenance Services – Installation
 - ♦ 1 Repair
 - ♦ 2 Replacements
- 48 Gravity Main Services
 - ♦ 4 Inspections
 - ♦ 36 Preventive Maintenance Service Utilizing the CCTV (Closed Circuit Television)
 - 555 Events
 - o 10,288 Linear Feet Inspected
 - ♦ 7 Preventive Maintenance service utilizing the HVVC (High Velocity Vacuum Truck)
 - 7,523 Linear Feet Cleaned
 - ♦ 1 Routine Maintenance
- 29 Sewer Lateral Services
 - ♦ 6 Inspections
 - ♦ 7 Service Location Requests
 - ♦ 7 Preventive Maintenance Services Utilizing the CCTV (Closed Circuit Television)
 - 1,214 Linear Feet Inspected
 - ♦ 2 Repairs
 - ♦ 1 Sewer Line Rodding Service
 - ♦ 1 Root Control Service
 - ♦ 4 Sanitary Sewer Overflow Events (SSOs)
- 2 Lift Station Services
- 12 Manhole Services (flushing/repair/inspection)
- Received/marked 369 Underground Service Alerts (USA's)

Signs & Markings:

- 3 Departmental Duty Services
 - ♦ 3 Banner Services
- 25 Guide Sign Services
 - ♦ 3 Cleaning Services
 - ♦ Graffiti Removal
 - ♦ 4 Knockdowns
 - ♦ 15 Routine Maintenance Services

- 25 Signs
- 8 Object Marker Services
 - ♦ 1 Graffiti Removal Service
 - ♦ 1 Knockdown
 - ♦ 11 Routine Maintenance Services
 - 145 Markers
 - ♦ Surveying
- 10 Raised Pavement Marker Services
 - ♦ 9 Repair/Replace Services
 - 1,392 Markers
- 30 Regulatory Sign Services
 - ♦ 5 Sign Cleaning Services
 - 22 Signs
 - ♦ 1 Graffiti Removal Service
 - ♦ 1 Sign Installation
 - ♦ 4 Knockdown Repairs
 - ♦ 18 Routine Maintenance Services
 - 66 Signs
 - ♦ Vandalism Repair
- 6 Street Marking Services
 - ♦ Curb Painting
 - ♦ Pressure Washing Service
 - ♦ Marking Removal Service
 - ♦ Routine Maintenance
 - ♦ Surveying
- 7 Warning Sign Services
 - ♦ 1 Sign Cleaning Service
 - ♦ 1 Knockdown Repair
 - ♦ 4 Routine Maintenance Services
 - ♦ Surveying

Storm Drain:

- 1 Gravity Main Service
 - 1 Replacement
- 5 Gutter Services
 - ♦ Cove Cleaning Service
 - ♦ 4 Illicit Discharge Responses
- 2 Inlet Point Services
 - ♦ 1 Drain Cleaning Service
 - ♦ Rain Duty
- 6 Lift Station Services
 - ♦ 2 Debris Grate Cleaning Services
 - ♦ 2 Inspections
 - ♦ Routine Maintenance
- Manhole Inspection
- Manhole Installation
- 10 Open Channel Services
 - ♦ Inspection
 - ♦ Routine Maintenance
- 2 Storage Basin Services

- ♦ Routine Maintenance
- Inspection

Streets:

- Rain Duty
- 6 Road Edge Services
 - ♦ Curb & Gutter Spot Repair
 - ♦ Erosion Control
 - ♦ Shoulder Maintenance
 - ♦ Weed Abatement
- 1 Parking Lot Service
 - ♦ Base Repair
- 9 Sidewalk Path Services
 - ♦ 1 Repair
 - ♦ 5 Spot Repair Service Requests
 - 179 Square Feet
 - ♦ Trash & Debris Clean Up
- 24 Road Services
 - ♦ 1 Base Failure Repair
 - 8,560 Square Feet
 - ♦ Bike Lane Sweeping
 - 10.2 Miles
 - ♦ 1 Chip Seal Service
 - ♦ 4 Pot Hole Patching Services
 - 76
 - ♦ 2 Road Grading Services
 - 8,595 Square Feet
 - ♦ 4 Skin Patch Services
 - 7,569 Square Feet
 - ♦ 2 Spill Responses
 - ♦ Surveying
 - ♦ Traffic Control
 - ♦ Trash & Debris Clean-Up
 - ♦ Trench Repair
 - 226 Square Feet

Urban Forestry:

- 6 Abatement
- 8 Hazardous Situation Responses
- 4 Inspection
- 3 Investigations
- 1 Tree Planting Service
 - ♦ 1 Tree
- Tree Pruning
- Tree Removal Program
 - ♦ 10 Trees
- Right of Way Clearing
- Stump Grinding Services
- 2 Tree Rebates Processed

Water:

- Produced 343,249,476 gallons of drinking water in October
- Received/marked 369 Underground Service Alerts (USA's)
- Rain Duty
- 1 Backflow Investigation
- 1 Blow-Off Valve Services
 - ♦ 1 Flushing
- 31 Control Valve Services (exercise, locate, repair, replace, water turn off/on)
- 1 Enclosed Storage Facility Service
 - ♦ 1 Pressure Reading
- 21 Hydrant Services
 - ♦ 1 Hydrant Flushing Service
 - ♦ 5 Maintenance Services
 - ♦ 1 Painting Service
 - ♦ 13 Repair Services
 - ♦ 1 Replacement
- 34 Lateral Valve Services
 - ♦ 1 Valve Abandonment
 - ♦ 17 Leak Detection Services
 - ♦ 1 Locate Service
 - ♦ 2 Valve Repair Services
 - ♦ 1 Valve Replacement Service
 - ♦ 8 Water On/Off Services (Finance, Contractor, Homeowner Request)
- 44 Meter Services
 - ♦ 1 Meter Installation
 - ♦ 1 Inventory Service
 - ♦ 19 Meter Investigations
 - ♦ 6 Maintenance Services
 - ♦ 16 Meter Repairs
- 16 Pressurized Main Services
 - ♦ 11 Investigations
 - ♦ 16 Repairs
- 60 Production Well Services
 - ♦ 19 Inspections
 - ♦ Disinfection Services
 - ♦ 32 Maintenance Services
 - ♦ No3 Monitoring
 - ♦ Sampling
 - ♦ Security Services

Environmental Services

General Outreach

- Sustainability Map: Developing web-based City “sustainability map” with IS.

Solid Waste/Recycling

- C&D Recycling: Monitored 69 project units. Opened 5 new projects and closed out 7.
- Green Waste: Issued 119 green waste violations, and conducted 11 code compliance follow-ups. 928 tons of green waste collected, 78% in carts and 22% in street piles.

- Public Outreach and Assistance:
 - Working with Gateway Starbucks to initiate in-store recyclables collection.
 - Provided 2 compost bin rebates.
- Special Projects:
 - *Public Events* – Held second annual Pharmaceutical Collection Event; collected 206 pounds of pharmaceuticals, including 12 pounds of controlled substances. Distributed compost bins and information at Food Bank composting workshop.
 - *Ordinances/City Code* – No change: Drafting extensive updates.
 - *Commercial Recycling* – Drafting local guidelines to complement upcoming state requirements; documenting existing site layouts for commercial trash bins. Submitted Phase 1 CalRecycle grant application for multifamily recycling.
 - *Closure of Old Woodland Landfill* – No change: Kleinfelder incorporating edits to draft letter report for RWQCB.
 - *Environmentally Preferred Purchasing Policy* – Revising draft policy based on legal review comments.
 - *Waste Advisory Committee* – No change: With County Waste Advisory Committee, continuing 5-year review of Integrated Waste Management Plan.

Water Conservation

- Public Outreach and Assistance: Provided leak-identification assistance to 4 homeowners with high water use. Provided water conservation information at Food Bank workshop.
- Special Projects:
 - *Public Events* – Planning spring indoor conservation workshop.
 - *Ordinances/City Code* – No change: Drafting revisions to water conservation and drought declaration ordinances.
 - *Infrastructure Leak Audit* – Reviewing results of leak-detection survey of 90+ miles of City infrastructure.

Energy Conservation

- Special Projects:
 - *Public Events* – Assisted Valley Vision with second public Energy Upgrade California workshop; 70 residents attended and signed up for home energy audits.
 - *Annual GHG Inventory* – Contracted for 3rd party verification of GHG inventory.
 - *Climate Action Plan* – Kicked off effort with PG&E and UCD group.
 - *Yolo Energy Watch/PG&E On-Bill Financing* – No change: Continuing to coordinate energy audit and consideration of zero-interest energy improvements for eligible City facilities.
 - *Commercial Property-Assessed Clean Energy (PACE)* – Following direction from city managers, exploring establishment of countywide program with Ygrene.

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.
- Continued to collaborate with Plant Operations Staff on pilot-testing of new chemical for the treatment process. Collected additional samples and performed numerous additional tests
- Kept Regional Board staff up to date on our efforts to resolve issues with UV disinfection system.
- Received updated certification from the CA Environmental Laboratory Accreditation Program.
- Performed quarterly QC study for potable water testing. Submitted results to CA ELAP.
- Prepared monthly Discharge Monitoring Reports and electronic Self-Monitoring Reports; submitted to the Regional Water Quality Control Board (RWQCB).

Pretreatment

- Inspections
 - ♦ Auto Related Businesses – 3
 - ♦ Food Service Business – 5
 - ♦ Business of Concern - 6
 - ♦ Significant Industrial Users – 1
- Plan review for Building/CDD – 7
- Business License Reviews & Inspections – 11
- Permit applications or permits – 4
- Public education & outreach visits – 14
- Call-outs for spills/illicit discharges – 1
- Local Limits Sampling for 4th quarter 2011 Completed
- Development Review Committee meeting
- WPCF Safety Committee 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

(MS) Mark Severeid, Lab Supervisor

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

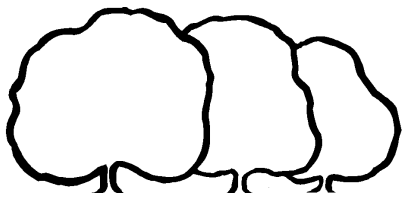
Status: In February 2009 the final NPDES permit was issued by the RWQCB. The new permit requires the City of Woodland to move to an improved source water supply. It also requires significantly more testing and studies that will substantially increase operating costs.

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.

On 1/5/2011, we met with Board staff to discuss the Time Schedule Order. We presented a sample TSO and they indicated their plan to prepare an administrative draft based on that document. They requested additional data on selenium and salinity to help with setting performance based limits for both constituents. We were advised that the board had made a change to how they handle TSOs; there is now a provision for extending the 5 years for up to an additional 5 years in the event the discharger is unable to be in full compliance by the end date of the order but has shown due diligence and has tried to meet the milestones set in the original order. The TSO was issued by the Executive Officer, by delegated authority of the Central Valley Regional Water Quality Control Board, on September 21, 2011. The TSO contains an interim effluent limit for selenium of 31 µg/ L which will be in force thru September 2016. The interim selenium limit should allow us to be in full Permit compliance until the completion of the surface water treatment plant.

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 its own treatment facility. Both cities will continue to look for ways to work together when in the mutual interest of both cities.

What's Next: The surface water project will continue to be pursued. Fiscal impacts of the permit will continue to be evaluated. Staff is looking into long-term planning options. Wastewater treatment long-term planning is underway.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Adopt a Resolution to Accept Public Improvements Subdivision 4675 (Parkside at Spring Lake) and Authorize City Clerk to File Notice of Completion

Report in Brief

On February 15, 2011, Council approved the final map for Subdivision No. 4675 (Parkside at Spring Lake) which created 42 single-family lots in the Spring Lake Specific Plan (SLSP). The subdivider, Standard Pacific Homes, was required to enter into an improvement agreement and provide securities to ensure construction of necessary infrastructure to serve the subdivision. Additionally on June 7, 2011, Council approved the final map for Subdivision No. 4993 (Parkside at Spring Lake, Phase 2) which created the remaining 120 single-family lots of the Parkside subdivision in the SLSP. Most of the improvements related to SM 4675 and 4993 are complete and the developer has asked for acceptance of these improvements by Council. There are a few outstanding infrastructure improvements required by the tentative map (TM 4675) conditions of approval and development agreement that remain to be completed and are not being accepted at this time. These outstanding improvements are primarily related to the right of way acquisition at the northeast corner of the East Street/Sports Park Drive intersection.

Staff recommends that City Council adopt Resolution No. _____ accepting those public improvements constructed for Subdivision 4675 (Parkside at Spring Lake) and 4993 (Parkside at Spring Lake, Phase 2) as shown on the approved civil and landscape improvement plans with exceptions noted in the resolution and authorize the City Clerk to file a Notice of Completion.

Background

Parkside at Spring Lake is a subdivision of 162 single-family lots in the Spring Lake Specific Plan area. The subdivision is also known as Huntington Square. City Council approved a tentative map and development agreement for the Parkside at Spring Lake project on January 13, 2004. California Government Code (Subdivision Map Act) and City Municipal Code (Chapter 21) requires the developer to enter into an agreement and provide securities ensuring construction of infrastructure required to serve the new lots at final map approval. The final maps for the project,

which created “for sale” lots, were approved by the City Council on February 15, 2011 and June 7, 2011. The City and the developer entered into an improvement agreement and the developer provided securities at that time for construction of the public improvements.

Standard Pacific Homes has completed most of the improvements to the satisfaction of the City Engineer as well as the Public Works and Community Development Departments. However, there is additional infrastructure required by the tentative map conditions of approval and development agreement, including (a) the new traffic signal at the intersection of Sports Park Drive and East Street, (b) the completion of the last 600 feet of full road section of Sports Park Drive to East Street, and (c) a 3-foot wide, 50-foot long section of pavement along Matmor Road located between the Woodland Christian School entrance and Tyler Drive. The outstanding items are not included in this acceptance and this acceptance in no way relieves Standard Pacific Homes of the obligation to fulfill requirements of their development agreement and conditions of approval. Typically, acceptance of improvements does not require a resolution; however, because there are outstanding items to be completed, the City Attorney recommended adopting a resolution to clarify which items are being accepted at this time.

Following Council acceptance, the City Clerk will file a Notice of Completion for the select infrastructure and the warranty period will begin. The warranty period will end one year after the Notice of Completion is filed. The developer has provided a warranty security to correct any defects identified during the warranty timeframe.

Discussion

Acceptance of improvements by Council is the standard practice prescribed by State law (Subdivision Map Act) and City municipal code (Chapter 21) for obtaining public infrastructure improvements associated with new subdivisions. The final map dedicated the streets and public utility easements to the City. The public improvements were designed to meet City Standard Specifications and the improvements were inspected during construction to ensure they are consistent with the improvement plans and City Standard Specifications.

Development Services Engineering has coordinated final acceptance with the Public Works, Community Development, Finance and Parks & Recreation departments and the City Attorney. Acceptance of these improvements will not compromise the City’s ability to resolve any outstanding issues regarding Standard Pacific Homes’ remaining Development Agreement obligations.

Fiscal Impact

There is no impact to the City budget to accept the improvements other than future operation and maintenance costs. All infrastructure improvements to serve the subdivision were paid for by the developer and other SLSP owners. In-tract infrastructure costs were paid solely by the developer and the developer participates in all funding mechanisms for shared Spring Lake infrastructure. The parcels are included in the Spring Lake Landscape & Lighting District for maintenance of

SUBJECT: Adopt a Resolution to Accept Public Improvements Subdivision 4675 (Parkside at Spring Lake) and Authorize City Clerk to File Notice of Completion

PAGE: 3
ITEM:

landscaping, lighting and associated appurtenances and a community facilities district for operation and maintenance of the Community Senior Center & Sports Park.

The Governmental Accounting Standards Board Statement 34 (GASB 34) requires state and local governments to include valuation and depreciation information on public infrastructure assets for accounting purposes and financial reports. The total cost of public infrastructure the City will acquire with the acceptance of the Parkside (Huntington Square) subdivision is estimated to be four million dollars (\$4,000,000).

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that City Council adopt Resolution No. _____ accepting those public improvements constructed for Subdivision 4675 (Parkside at Spring Lake) and 4993 (Parkside at Spring Lake, Phase 2) as shown civil and landscape improvement plans with exceptions noted in the resolution. and authorize the City Clerk to file a Notice of Completion.

Prepared by: Christopher Fong, PE
Associate Civil Engineer

Reviewed by: Brent Meyer, PE
City Engineer
Principal City Engineer

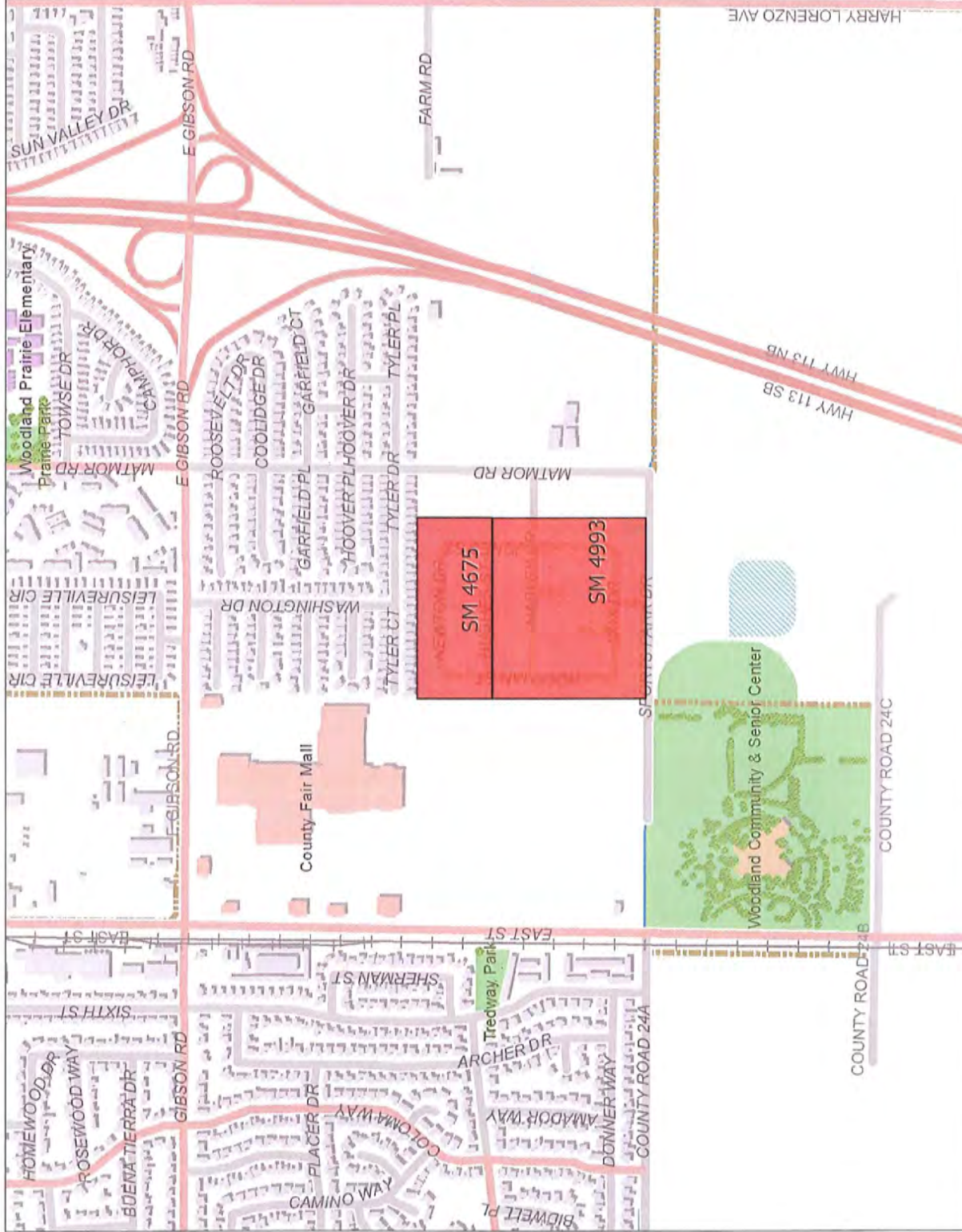
Reviewed by: Nicolas J. Ponticello
CDD Director

Kevin O'Rourke
Interim City Manager

Attachments: Location Map and Resolution

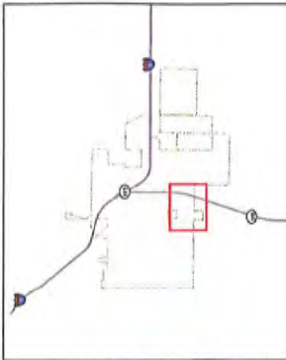


Location Map – Parkside at Spring Lake



© City of Woodland 2011

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



1:10,072



Notes

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
PARTIALLY ACCEPTING SUBDIVISION IMPROVEMENTS
CONSTRUCTED BY STANDARD PACIFIC HOMES**

WHEREAS, on February 15, 2011, the City Council approved the final map for Subdivision No. 4675 (Parkside at Spring Lake), which created 42 single-family lots in the Spring Lake Specific Plan (“Map”); and

WHEREAS, on June 7, 2011, the City Council approved the final map for Subdivision No. 4993 (Parkside at Spring Lake, Phase 2), which created 120 single-family lots in the Spring Lake Specific Plan (“Map”); and

WHEREAS, the conditions of approval for the Map required the subdivider, Standard Pacific Homes, to enter into a subdivision improvement agreement calling for the construction of infrastructure necessary to serve the development permitted by the Map (collectively, the “Improvements”), and furnish a bond or other security to ensure the timely completion of the Improvements; and

WHEREAS, Standard Pacific Homes has partially completed the Improvements, but several of the Improvements remain incomplete; and

WHEREAS, Standard Pacific Homes has previously furnished a bond, identified as Bond No. 6743241 and issued by Safeco Insurance Company of America as surety (“Bond”), securing the completion of the Improvements; and

WHEREAS, the City has previously released 70% of the Bond (Performance and Payment); and

WHEREAS, the Subdivision Map Act and the Woodland Municipal Code require the City to accept subdivision improvements which have been completed, and Government Code section 66499.7 allows the City to partially accept subdivision improvements; and

WHEREAS, Standard Pacific Homes has requested that the City accept those Improvements that have been completed;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council hereby accepts those Improvements constructed for Subdivision 4675 (Parkside at Spring Lake) and 4993 (Parkside at Spring Lake, Phase 2) as shown on the 38 sheet civil improvement plans entitled, “Improvement Plans for Parkside at Spring Lake” and approved by the City Engineer July 27, 2010; and on the 11 sheet landscaping

plans entitled, "Landscape Development Plans for Spring Lake Specific Plan Standard Pacific Parkside at Spring Lake Sports Park Drive and Matmor Road" and approved by the City Engineer October 29, 2010 with the exception of the following: Lot A landscaping, the new traffic signal at the intersection of Sports Park Drive and East Street, the completion of the full road section including utilities (except the constructed storm drain line and Street Lights P-2 & P3) from Station 6+00 to East Street, and a 3-foot wide section of pavement along Matmor Road from Station 12+95 to Station 13+45.

SECTION 2. Those portions of the Bond securing the completion of the accepted Improvements shall be retained until all the Improvements are complete. However, the Bond can be released with the deposit of a replacement security.

SECTION 3. Through adoption of this resolution, the City of Woodland does not waive any of its rights, or obligations of Standard Pacific Homes or any other entity, under the conditions of approval for the Map, any associated development agreement, reimbursement agreement, participation agreement, or under any other document, ordinance or applicable law.

SECTION 4. The adoption of this resolution shall not be deemed to cure any breach by Standard Pacific Homes or any other entity of its obligations under the Map or any other document, ordinance, or applicable law.

PASSED AND ADOPTED this 20th of December, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

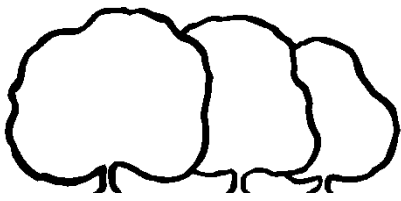
Artemio Pimentel, Mayor

ATTEST:

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Andrew J. Morris, City Attorney



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Authorize Changes in WPCF Organizational Structure

Report in Brief

Public Works Water Pollution Control Facility (WPCF) is requesting authorization to facilitate several changes to the WPCF Operations staffing. The changes were enabled by the recent retirement of an Operator IV and would result in the net reduction of WPCF staff salary cost and no increase in staffing. The changes are supported by the Human Resource and Finance Departments.

Staff recommends that Council authorize the change in the WPCF organizational structure.

Background

The WPCF Operations structure currently consists of the following: 2 - Operator IV, 2 – Operator III, and a single Operator I. Each Operator IV is considered a supervisor. The supervisory duties can be effectively conducted by a single, chief operator level staff. The current structure has been found to not be conducive to good staff communication. Also, the personnel costs for operating the facility are higher than what is needed. At the current technology, infrastructure, and staffing levels of the facility, a single supervisory operator would suffice.

Discussion

The proposed changes include adding a Chief Plant Operator and two Operator II positions while eliminating two Operator IVs and an Operator I resulting in no staff increases. This new structure would streamline the hierarchy of the organization by developing a single point of authority for the operations group. Some costs savings can be found with this new structure which will also provide a clear, sustainable hierarchy and improve the succession planning for the WPCF. These proposed changes will provide promotional opportunities for existing staff and allow for a recruitment of a lower level operator position than was assumed in the approved budget. The MMPA and WCEA do not have any comments on the proposed changes.

These changes would satisfy the operational needs of the Woodland WPCF while minimizing the staffing costs by adding the appropriate operator certification levels to the facility. Beyond the interest in properly staffing the facility, this organizational change would develop a sustainable operation that would facilitate succession planning and provide the required leadership at the Woodland WPCF.

Fiscal Impact

The net fiscal impact will result in salary savings annually inclusive of benefits and other compensation costs. The long term savings are significant considering the difference in the cost of salaries for an Operator IV and an Operator II. Also, there will no longer be any overtime from an Operator IV position. The anticipated total savings is approximately \$8,000 annually.

Alternative Courses of Action

1. Authorize the changes to the three position changes as described.
2. Do not authorize the position changes and rehire the Operator IV staff.

Recommendation for Action

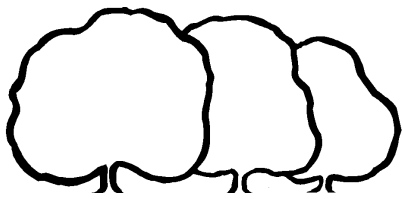
Staff recommends that City Council approve Alternative No. 1.

Prepared by: Greg Meyer
Director of Public Works

Reviewed by: Christine Engel
Human Resources Analyst

Paul Roy
WPCF Superintendent

Kevin O'Rourke
Interim City Manager



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: CalRecycle Beverage Container Recycling Grant

Report in Brief

In October, Governor Brown signed into law Assembly Bill (AB) 341, which requires any multifamily residential dwelling of 5 units or more to arrange for recycling services by July 1, 2012. This requirement will apply to approximately 80 multifamily complexes in Woodland that currently do not have recycling services. Multifamily complexes typically present great challenges to recycling programs. To help address those challenges, staff proposes submitting a competitive application through the CalRecycle Beverage Container Recycling Grant program for \$107,800 in funding to be used to facilitate recycling at these locations.

Staff recommends that the City Council provide approval to apply for funding under the competitive CalRecycle Beverage Recycling Grant program.

Background

AB 939 of 1989 mandated local jurisdictions to meet solid waste diversion goals of 25 percent by 1995 and 50 percent by 2000. Woodland's diversion rate has fallen short of this target in most years since 2000, with recycling rates from the commercial sector, which includes multifamily housing, lagging far behind single-family residential rates. In 2010, Woodland's commercial sector diverted less than 10% of its total generated waste through Waste Management, while single-family residences diverted about 60%. AB 341, signed into law by Governor Brown on October 6, 2011, requires any commercial or public entity that generates more than 4 cubic yards of commercial solid waste per week and any multifamily residential dwelling of 5 units or more to arrange for recycling services by July 1, 2012. Local jurisdictions are required to implement a commercial solid waste recycling program that is applicable to those entities that includes, at a minimum, education and outreach and processes for notifying commercial entities when they are not in compliance with the state regulation. The new requirement would apply to approximately 230 entities in Woodland that currently do not have recycling programs, including approximately 80 multifamily complexes.

AB 341 also sets the policy goal of 75% diversion by 2020. By January 1, 2014, CalRecycle is required to provide a report to the Legislature that provides strategies to achieve that policy goal and also include other specified information and recommendations. It is reasonable to expect that waste diversion requirements for local jurisdictions will be increased consistent with the new policy goal. Improving commercial recycling rates will be necessary for Woodland to meet state requirements now and in the future.

Discussion

Woodland has about 4,500 apartment units and several 'condominium' (Planned Unit Development) complexes and mobile home parks. Although many apartment residents are interested in having recycling services at their complexes, fewer than 20% of these complexes currently subscribe to recycling services. Consequently, a large amount of recyclable material is being thrown away as trash at these locations.

The multifamily sector presents particularly difficult challenges to recycling programs. Through past efforts, the Environmental Services staff has identified several barriers to improved multifamily recycling, including low levels of involvement and cooperation, high levels of contamination of recyclables with trash, and space restrictions. Many complexes have high turnover rates in both management and tenants, making it difficult to consistently educate tenants and keep a recycling program in place, particularly when program success depends on changing facility managers. Management staff is sometimes not capable of introducing or maintaining a recycling program. Some complexes lack space in existing enclosures to accommodate an additional bin for recyclables. Some complex managers are concerned that their costs would increase if they included recycling services. This is a legitimate concern because excessive contamination of recycling bins caused by lack of education or concern on the part of residents could result in extra service charges.

CalRecycle is currently soliciting applications for its competitive Beverage Container Recycling Grant program for fiscal years 2011/2012 and 2012/2013. Staff proposes applying for \$107,800 through this grant program and to use this funding to focus on improving recycling in apartment complexes, 'condominium' complexes, and mobile home parks. Staff believes that multifamily recycling can be greatly improved through a combination of educational guides, durable and long-lasting collection/carrying containers, and structural improvements that accommodate recycling opportunities and discourage contamination.

The grant would be used to facilitate recycling in multifamily complexes and mobile home parks that do not already have recycling services, beginning with the largest and neediest. Staff proposes using funds to first deliver educational materials to each unit in the targeted complexes to introduce recycling benefits, describe acceptable items, explain the importance of preventing contamination, and promote reuse options. Group meetings with activities and City-provided incentives may be used as part of the educational effort, depending on the population group at each complex or group of complexes. The funds also would be used to provide each unit with a durable bag printed with recycling graphics to make it convenient for residents to collect and store recyclable items and easily deliver them from the individual units to recycle bins. City and Waste Management staff would also

work with management to replace some existing trash bins with recycling bins with specialized lids. The lids would have slots on top made to limit the items that can be placed inside and also discourage scavenging. Funds may also be used to help modify existing bin enclosures where necessary and to post prominent signage.

The Environmental Services staff has discussed the project concept in detail with Waste Management's recycling coordinator and route managers to identify any operational obstacles and has their enthusiastic endorsement.

Even with the imposition of recycling requirements for most of Woodland's multifamily housing complexes beginning in June 2012, recycling efforts are likely to continue to be hindered by insufficient education, lack of convenience, and contamination of recyclables with trash. With the help of this grant, the City will be better able to also help ease the transition to recycling at these complexes by providing the means for us to overcome educational and operational barriers to uncontaminated recycling.

Fiscal Impact

Grant funds would supplement existing solid waste program funds. There is no fund match required for this grant.

Public Contact

Posting of the City Council agenda.

Alternative Courses of Action

1. Provide approval to apply for funding under the competitive CalRecycle Beverage Recycling Grant program.
2. Do not approve staff to apply for the grant funding.

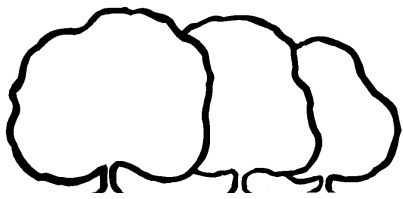
Recommendation for Action

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

Prepared by: Roberta Childers
Environmental Resource Analyst

Reviewed by: Gregor G. Meyer
Public Works Director

Kevin O'Rourke
Interim City Manager



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Second Reading of Municipal Code Amendments Related to City-Contracted Solid Waste Services

Report in Brief

This is the second reading of the ordinance to update solid waste provisions of the Woodland Municipal Code related to the City's solid waste service agreement. The first reading of this ordinance occurred at the December 6, 2011 City Council meeting. The Council voted to approve the Ordinance, which is attached.

Staff recommends that the City Council adopt Ordinance No. 1536, "An Ordinance of the City Council of the City of Woodland, California Amending Sections 23C-4-5 and 23C-12-3 of the Woodland Municipal Code Related to Solid Waste Collection Services."

Background

Waste Management provides trash, recycling, and yard refuse (green waste) collection and street sweeping services for the City pursuant to the terms of a franchise agreement between the City and the company. Waste Management currently services approximately 13,300 residential accounts, 900 commercial accounts, and 100 temporary debris box accounts per month in Woodland and provides citywide street sweeping on a weekly basis. On July 19, 2011, the City Council approved the Amended and Restated Agreement between the City of Woodland and USA Waste of California, Inc., dba Waste Management of Woodland, for Solid Waste, Recyclables, Green Waste, and Street Sweeping Services, dated July 1, 2011, which is an extension of the 2007 agreement between the City and Waste Management.

Three revisions to the Woodland Municipal Code are proposed to update sections related to the City's solid waste service provider and ensure consistency between the new franchise agreement and the code. These revisions pertain to the period of any agreement between the City and a contract agent, insurance requirements for the contract agent, and the provision of recycling services.

Discussion

The proposed ordinance amending Sections 23C-4-5 and 23C-12-3 of the Woodland Municipal Code is attached to this report. The proposed modifications are summarized below.

Term of Agreement: The Municipal Code states that the period of an agreement between the City and a contract agent for waste collection and disposal is not to exceed ten years. The code also specifies, however, that the City Council may grant extensions in accordance with terms and conditions that the council believes to be in the best public interest. Waste collection and street sweeping operations require a significant investment in vehicles, equipment, and workforce. The City benefits from a service provider's ability to invest in and maintain an up-to-date fleet and facilities; provide dependable and consistent services over time; and establish community roots. Limiting the contract period to ten years unnecessarily inhibits the realization of these benefits. Recognizing this, the City Council approved extending the franchise agreement through 2025. The following modification would remove the ten-year limit from the code and correct a typographical error:

Sec. 23C-4-5 – Required terms and conditions of agreement with contract agent.

For the collection and disposal of garbage, wet garbage, rubbish, refuse and yard refuse, a contract ~~for a period not to exceed ten years~~ may be entered into by the city in accordance with ~~the~~ and subject to the provisions of this chapter and as follows...

Insurance Requirements: The new franchise agreement includes detailed insurance requirements. The following modifications would remove outdated insurance requirements from the code:

(c) Insurance. The contract agent shall procure for the period covered by the contract, full compensation insurance with an industrial carrier as defined by and in accordance with the provisions of the California Workmen's Compensation Act in existence on May 26, 1913, as it may be amended from time to time. The contract agent ~~also shall carry public liability~~ such additional ~~insurance to the extent of five hundred thousand dollars for the death or injury of one person; five hundred thousand dollars for the death or injury of more than one person; five million dollars excess liability; and property damage insurance to the extent of one hundred thousand dollars upon each truck or other vehicle used by him in carrying out the work called for in the contract, and such insurance shall cover both the city, as an additional insured, and the contract agent.~~ as determined by the city council to be necessary to protect the interests of the city.

Recycling Services: Commercial recycling services have been excluded from the waste hauler franchise in the past. Therefore, commercial entities, including multifamily residential complexes, have had the option of hiring service providers other than Waste Management to haul away recyclables. Any such haulers are not subject to franchise payments, pavement impact fees, or any

other remuneration to the City. Some builders and contractors have hired service providers other than Waste Management to remove recyclable construction and demolition (C&D) debris from work sites. Staff is not aware of any business entities outside of C&D activities that have hired alternative recycling service providers except in a few limited instances.

In approving the terms of the amended franchise agreement, the City agreed that recyclable materials will no longer be excluded from the franchise. Designating the City's selected service provider as the exclusive provider of both commercial and residential recycling services would benefit the City by ensuring uniform collection and disposal practices, a consistent and predictable level of service, and control of the waste flow to the City's chosen facility or facilities. Staff expects that it would greatly facilitate the City's ability to meet state requirements to monitor and assist with commercial recycling practices as the state's mandatory commercial recycling law goes into effect in July 2012.

Staff review of the Municipal Code also revealed that residential recycling services are not specified as being subject to the franchise, although they are specified as such in both the new franchise agreement and the previous agreement. Consequently, a code update is needed to address both residential and commercial recycling services.

Designating an exclusive provider for recycling services would not affect the ability of any entity to self haul or donate recyclable materials and would not prohibit the removal of recyclable materials from premises by another contractor where such activity is incidental to the contractor's main work.

The following changes are proposed to address recycling services:

Sec. 23C-12-3 – ~~Unauthorized~~Recyclable collection prohibited and service.

(a) No person other than an authorized recycling contractor or authorized nonprofit organization shall remove recyclable materials which have been placed in an approved recycling container at the curbside. Any and each violation thereof from one or more recycling collection locations shall constitute a separate and distinct offense punishable as provided in this article.

(b) Subject to the limitations contained in Sec. 23C-12-6, the city council may require all residents or any class of residents to obtain recyclable collection service from one or more authorized recycling contractors. The city council may make such election by resolution or in any solid waste collection agreement entered into pursuant to Sec. 23C-4-5 and subject to such terms and conditions as the city council may prescribe.

Fiscal Impact

Adoption of the proposed ordinance may provide additional franchise revenues to the City resulting from some C&D or other commercial recyclable hauling services shifting to Waste Management from other providers.

Public Contact

Posting of the City Council agenda.

Council Committee Recommendation

The City Council Solid Waste Committee was briefed on the provisions of the franchise agreement extension on June 6, 2011. The attached ordinance amendments are consistent with those provisions, which the committee recommended for City Council approval and the City Council subsequently approved.

Alternative Courses of Action

1. Adopt Ordinance No. 1536, "An Ordinance of the City Council of the City of Woodland, California Amending Sections 23C-4-5 and 23C-12-3 of the Woodland Municipal Code Related to Solid Waste Collection Services."
2. Do not approve the ordinance, and provide alternative direction to staff.

Recommendation for Action

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

Prepared by: Roberta Childers
Environmental Resource Analyst

Reviewed by: Gregor G. Meyer
Public Works Director

Kevin O'Rourke
Interim City Manager

Attachment: Ordinance No. 1536 Amending Sections 23C-4-5 and 23C-12-3 of the Woodland Municipal Code Related to Solid Waste Collection Services

ORDINANCE NO. 1536

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA AMENDING SECTIONS 23C-4-5 AND 23C-12-3 OF THE WOODLAND MUNICIPAL CODE RELATED TO SOLID WASTE COLLECTION SERVICES

WHEREAS, the California Integrated Waste Management Act of 1989, commonly referred to as Assembly Bill 939 (“AB 939” or the “Act”), codified in substantial part at Public Resources Code § 40000 et seq., authorizes cities to regulate most aspects of solid waste collection and disposal within their jurisdictions;

WHEREAS, in connection with the award of a solid waste franchise, the City has undertaken a review of the existing solid waste provisions in the Woodland Municipal Code to ensure that these provisions are consistent with the new franchise agreement;

WHEREAS, this review revealed that certain updates and revisions are necessary to ensure consistency between the City’s new solid waste franchise agreement and the Woodland Municipal Code; and

WHEREAS, the City Council wishes to amend the Woodland Municipal Code to include these necessary updates and revisions as set forth below.

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

Section 1. Recitals. The recitals set forth above are true and correct and are incorporated as though fully set forth herein.

Section 2. Amendment. Section 23C-4-5 of the Woodland Municipal Code is hereby amended to read in full as follows:

Sec. 23C-4-5 – Required terms and conditions of agreement with contract agent.

For the collection and disposal of garbage, wet garbage, rubbish, refuse and yard refuse, a contract may be entered into by the city in accordance with and subject to the provisions of this chapter and as follows:

(a) Rates. The contract agent shall collect and dispose of the garbage, wet garbage, rubbish, refuse and yard refuse in the city in the manner provided in this chapter and shall not charge any amounts in excess of the rates specified by the city council.

(b) Security to Assure Faithful Performance. The contract agent shall furnish, at discretion of the city manager, either a cash or surety bond to the city in a reasonable sum, not less than twenty-five thousand dollars, conditioned upon the faithful performance of the duties required by this chapter. Such bond, at the

sole discretion of the city manager, may be executed for a term less than the term of the contract with the contract agent so long as such term is no less than one year and, in the event the contract agent cannot or will not renew such bond, city shall have the right to terminate contract agent's services after city has given to the contract agent thirty calendar days advance written notice of the same.

(c) Insurance. The contract agent shall procure for the period covered by the contract, full compensation insurance with an industrial carrier as defined by and in accordance with the provisions of the California Workmen's Compensation Act in existence on May 26, 1913, as it may be amended from time to time. The contract agent shall carry such additional insurance as determined by the city council to be necessary to protect the interests of the city.

(d) Audit. Upon request of the city manager or the city council, the contract agent may be required to retain and pay a certified public accountant selected by city to audit operations of the contract agent within the city in accordance with generally accepted accounting principles or to submit an annual financial statement prepared by a certified public accountant in accordance with generally accepted accounting principles covering the operations of the contract agent within the city.

(e) Terms and Conditions Subject to Discretion of the City Council. Prior to execution, the city council may include in said contract any terms or conditions it deems necessary to protect the interests of the city.

(f) Extension of Contract. The city council may grant extensions of any contract entered into pursuant to this chapter upon such terms and conditions as the council may deem to be in the best public interest.

Section 3. Amendment. Section 23C-12-3 of the Woodland Municipal Code is hereby amended to read in full as follows:

Sec. 23C-12-3 – Recyclable collection and service.

(a) No person other than an authorized recycling contractor or authorized nonprofit organization shall remove recyclable materials which have been placed in an approved recycling container at the curbside. Any and each violation thereof from one or more recycling collection locations shall constitute a separate and distinct offense punishable as provided in this article.

(b) Subject to the limitations contained in Sec. 23C-12-6, the city council may require all residents or any class of residents to obtain recyclable collection service from one or more authorized recycling contractors. The city council may make such election by resolution or in any solid waste collection agreement entered into pursuant to Sec. 23C-4-5 and subject to such terms and conditions as the city council may prescribe.

Section 4. Severability. If any provision of this Ordinance or the application thereof to any

person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 5. Effective Date and Publication. The City Clerk shall certify to the adoption of this ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the city of Woodland and county of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and with fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED this _____ day of _____, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

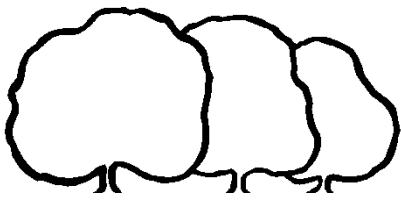
Art Pimentel
Mayor

ATTEST:

Ana Gonzalez
City Clerk

APPROVED AS TO FORM:

Andrew Morris
City Attorney



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 20, 2011

SUBJECT: Discussion on the Future of the Surface Water Project

Information, for this item, will be provided the night of this meeting.