

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

**CITY COUNCIL
CLOSED SESSION AGENDA**

SEPTEMBER 18, 2012

5:30 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

**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 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

updated a/o 10/4/2018



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. PRESENTATIONS

1. Adopt Proclamation of Support for American Cancer Society Prostate Cancer Awareness Month, September 2012
2. Adopt Proclamation Recognizing September 24, 2012 as " Family – A Day to Eat Dinner with Your Children™"
3. Adopt Proclamation Recognizing September 17 – 23, 2012 as Constitution Week
4. Receive Library Board of Trustees' Annual Report for Fiscal Year 2011/2012
5. Receive Presentation from Yolo County Visitors Bureau

G. CONSENT CALENDAR

6. Second Reading of Ordinance Repealing Some Existing Bicycle Ordinance Requirements
Recommendation: Adopt Ordinance No. 1543 Repealing Sections 5-2 through and including 5-10, section 5-20 subsections (a) and (b), and section 5-23 of the City of Woodland Municipal Code
7. Approve Engineering Design Contract for the East Street to David Douglass Park Pipeline, Project No. 08-07
Recommendation: Authorize the City Manager to execute a Consultant Services Contract with Brown and Caldwell Engineering, Inc. for design and engineering support services for the East Street to David Douglass Park Pipeline, Project 08-07, in the amount of \$304,293



8. Final Acceptance and Notice of Completion for South Sewer Pond # 11 Soil Cement Treatment CIP # 10-11
Recommendation: Accept the South Sewer Pond #11 Soil Cement Treatment as complete, release their retention, and authorize the City Clerk to file a Notice of Completion.
9. Woodland Swim Team Agreement
Recommendation: Authorize the City Manager to Execute a One-year Use Agreement with the Woodland Swim Team
10. Consideration of Support Position on Pending Legislation – SB 214 (Wolk) Infrastructure Financing Districts; B 2144 (Perez) Infrastructure and Revitalization Financing Districts; SB 1156 (Steinberg) Sustainable Communities Investment Authority
Recommendation: Staff recommends that the City Council authorize the Mayor to sign and transmit to the Governor letters of support for SB 214 (Wolk), AB 2144 (Perez) and SB 1156 (Steinberg), all of which were passed by the Legislature and would restore some level of limited tax-increment financing authority to local governments, in consideration of the loss of Redevelopment authority to promote economic development, infrastructure investments, address blight, and support affordable housing.
11. Public Works Quarterly Status Report for the period of June 2012 through August 2012
Recommendation: Staff recommends that the City Council accept the Public Works Department Quarterly Status Report Summary for June 2012 through August 2012
12. Treasurer's Investment Report Quarter Ending June 30, 2012
Recommendation: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2012

H. REGULAR CALENDAR

13. Appointment of Members to Planning Commission and Board of Building Appeals
Recommendation: Staff recommends that the City Council appoint members to the Planning Commission and Board of Building Appeals



14. Purchasing Ordinance – Introduction of Ordinance No. _____, “An Ordinance of the City Council of the City of Woodland Amending Chapter 17B of the Woodland Municipal Code Relating to City Purchasing Procedures”
Recommendation: Staff recommends that the City Council introduce, and read by title only, Ordinance No. _____, “An Ordinance of the City Council of the City of Woodland Amending Chapter 17B of the Woodland Municipal Code Relating to City Purchasing Procedures
15. Receive Surface Water Project Update
Recommendation: Staff recommends that the City Council receive an update on the Surface Water Project
16. Long Range Calendar and Council Committee Calendar
Recommendation: Staff recommends that the City Council Receive the Long Range Calendar and Council Committee/Commission Calendar for informational purposes only

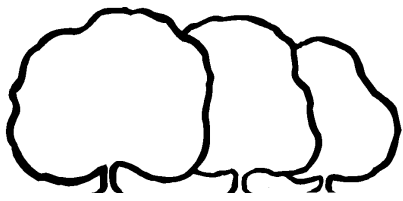
J. ADJOURN

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, September 18, 2012 was posted on September 14, 2012 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: September 18, 2012

SUBJECT: Proclamation of Support Prostate Cancer Awareness Month

Recommendation for Action

Staff recommends that the City Council adopt a Proclamation supporting the American Cancer Society Prostate Cancer Awareness Month, September 2012, and encouraging all male citizens to actively play a part in their health by seeking early detection methods.

Background

Once again, Council has been asked to proclaim their support for September 2012 as the American Cancer Society "Prostate Cancer Awareness Month". Council has shown their support in the past by proclaiming the month of September, 2012 as the specific month to raise the awareness of this disease affecting men primarily over the age of 40.

Discussion

The American Cancer Society has actively supported many efforts to eradicate and eliminate the various forms of cancer in our society. The cancer survival rate has steadily increased due to earlier detection and methods. Encouraging citizens to take an active part in their health by providing methods and information to raise the awareness of the need for early detection has been a large part of that survival rate. Materials are attached as sources to seek further information regarding the disease and statistics regarding this and other forms of cancer.

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Attachments: Proclamation
Supporting Materials and Resources

City of Woodland

Proclamation Prostate Cancer Awareness Month – September 2011

WHEREAS, prostate cancer is the most commonly frequently diagnosed cancer in men and the second most cause of cancer death in men, exceeded only by lung cancer deaths; and,

WHEREAS, the American Cancer Society estimates 1 in 6 men will develop prostate cancer in their lifetime and there will be 240,890 new cases of the disease in the United States in 2011, resulting in 33,720 deaths; and,

WHEREAS, in California, prostate cancer is the most common cancer among men in almost all race and ethnic groups and African-American men are over 33% more likely to develop this disease than non-Hispanic white men and over 46% more likely than Hispanic men; and,

WHEREAS, 25,030 men in California will be diagnosed with prostate cancer this year and 4,330 California men will die from this disease; and,

WHEREAS, the survival rate approaches 100% when prostate cancer is diagnosed and treated early, but drops to 30% when it spreads to other parts of the body; and,

WHEREAS, early prostate cancer usually has no symptoms and familial predisposition may be responsible for 5% to 10% of the disease cases; and,

WHEREAS, recent studies suggest that a diet high in processed meat or dairy foods may be a risk factor and obesity appears to increase risk of aggressive prostate cancer; and

WHEREAS, obesity and smoking are associated with an increased risk of dying from prostate cancer; and

WHEREAS, the American Cancer Society recommends that men should have an opportunity to have a discussion with their health care provider in order to make an informed decision about early detection and testing for prostate cancer; and,

WHEREAS, the City Council of the City of Woodland joins communities across our nation to increase the awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland hereby proclaims September 2011 as Prostate Cancer Awareness Month.

Dated this 6th day of September 2011.

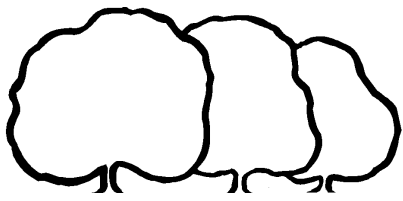
Artemio Pimentel, Mayor

Marlin H. Davies, Vice-Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Tom Stallard, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Proclamation – Family Day

Recommendation for Action

Staff recommends that the Council adopt a Proclamation recognizing September 24, 2012 as “Family – A Day to Eat Dinner with Your Children™”.

Background

As is customary, once again, The National Center on Addiction and Substance Abuse at Columbia University has requested that City Council adopt a Proclamation recognizing September 24, 2012 as “Family Day – A Day to Eat Dinner with Your Children™”.

The National Center on Addiction and Substance Abuse at Columbia University launched Family Day in 2001 after research was taken and consistently found that the more often children eat dinner with their parents, the less likely they are to smoke, drink, or use illegal drugs. Any method that shows some success in these areas should be appropriately recognized.

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Attachment: Proclamation

City of Woodland

Proclamation

Family Day – A Day to Eat Dinner with Your Children™
September 24, 2012

WHEREAS, the use of illegal and prescription drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children; and,

WHEREAS, 17 years of surveys conducted by The National Center on Addiction and Substance Abuse at Columbia University (CASA Columbia™) have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink and use illegal drugs; and,

WHEREAS, frequent family dining is associated with lower rates of teen smoking, drinking, illegal drug use and prescription drug abuse; and,

WHEREAS, the correlation between frequent family dinners and reduced risk for teen substance abuse is well documented; and,

WHEREAS, parents who are engaged in their children's lives – through such activities as frequent family dinners – are less likely to have children who abuse substances; and

WHEREAS, family dinners have long constituted a substantial pillar of family life in America.

NOW, THEREFORE, the City Council of the City of Woodland does hereby proclaim Monday, September 26, 2011 as Family Day – A Day to Eat Dinner with Your Children™, and urges all citizens to recognize and participate in its observance.

Dated this 18th day of September, 2012

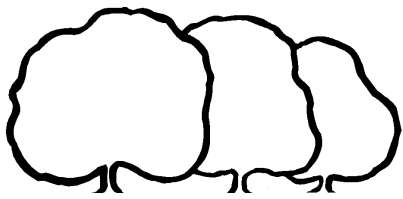
Marlin H. "Skip" Davies, Mayor

Tom Stallard, Vice Mayor

William L. Marble, Council Member

Jim Hilliard, Council Member

Sean Denny, Council Member



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Proclamation – Constitution Week

Recommendation for Action

Staff recommends that the Council adopt a Proclamation recognizing September 17 - 23, 2012 as Constitution Week

Background

The Sacramento Chapter of the Daughters of the American Revolution has requested that City Council adopt a Proclamation recognizing September 17 – 23, 2012 as Constitution Week in the city of Woodland.

During Constitution Week, many people in the United States recognize the anniversary of the nation's constitution. In the summer of 1787 delegates convened in Philadelphia to create "a more perfect union" and to craft the country's constitution. They worked to develop a framework that would provide balance and freedom, taking into account federal and state interests, as well as individual human rights. The delegates signed the Constitution of the United States on September 17, 1787. By June 21, 1788, the constitution was effective, having been approved by nine of the 13 states.

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Attachment: Proclamation

CITY OF WOODLAND

Proclamation

Constitution Week 2012

Whereas, September 17, 2012 marks the two hundred and twenty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Woodland hereby proclaims September 17 – 23, 2012 as Constitution Week in Woodland, California and ask our citizens to reaffirm the ideals the Farmers of the Constitution had in 1787.

Dated this 18th day of September 2012.

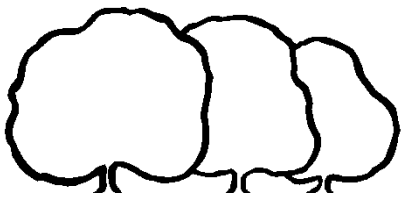
Marlin H. “Skip” Davies, Mayor

Tom Stallard, Vice-Mayor

William L. Marble, Council Member

Jim Hilliard, Council Member

Sean Denny, Council Member



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Woodland Public Library Board of Trustees' Annual Report

Recommendation for Action

Staff recommends that the City Council accept the Woodland Public Library Board of Trustees' Annual Report.

Background

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.

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 2011-2012, the library was able to maintain operation of 44 hours a week public service. The number of staff has been reduced by almost 50% since FY09. By the end of FY12, there were only 7 paid positions. With the reduction in staff yet increase in 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.

The library continues to offer a popular summer reading program for children and adults. The children's program offers prizes for reading as well as educational events that invite further study. This year attendance for these events was some of the highest the library has ever had. Teens and adults also have a summer reading club which offers the chance to win gift certificates. All prizes and events are paid for by the Friends of the Woodland Public Library.

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 second Wednesday of the month, 5:30-7 PM at the Woodland Public Library. Board meetings are governed by the Brown Act; agendas are publicly posted at 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

Prepared by: Patricia Lakie
Interim Library Services Director

Reviewed by: Woodland Public Library
Board of Trustees

Paul Navazio
City Manager

Attachment

Woodland Public Library

&

Library Board of Trustees

Annual Report
FY2011-2012

**Woodland Public Library
Library Board of Trustees
FY 2011-2012
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 reduced due to budget and staffing constraints.

Public service includes access to a collection of 109,856 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:

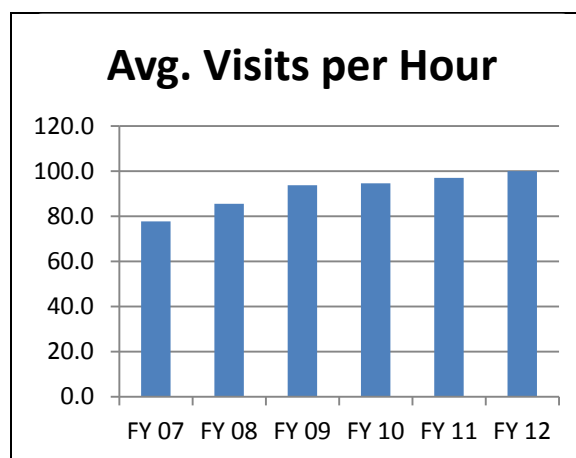
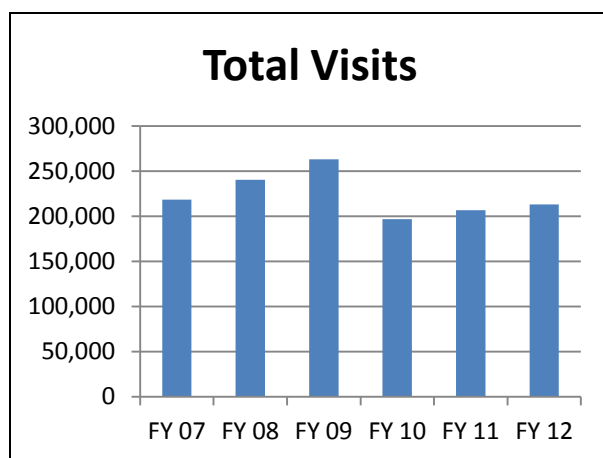
The Library is open to the public 44 hours a week. In the past, the Library had been open 54 hours a week but that was reduced to 40 hours a week in FY10 due to drastic budget cuts. In FY11, the Library was able to increase its hours to 44 a week and standardize its operational hours. As in recent years, the Library observed 8 furlough closure days throughout the year. Currently there are no furlough days scheduled for staff which might affect the Library's hours for FY13, however that may change due to ongoing negotiations with staff associations.

There are only 7 permanent staff members in the Library. The number of Library staff has been reduced by 50% since FY09.

Visits to the library reflect 54 hours a week of access for FY09 and before. FY10 reflects 40 hours of access a week and beginning early FY11 the Library was open to the public 44 hours a week. In the three 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.

WPL – Visits by Fiscal Year

	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
FY 12	213,159	17,763.3	845.9	100.0



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 but it is not their only duty. Librarians are also expected to select, order, and process books, maintain the Library's website, hold programs such as story times, create displays, handle problems with the public and technology, etc. Due to reduced staffing the ability to offer this service has suffered dramatically the last several years. There is no reference available from noon-2pm any weekday.

Below is a chart with FY12 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.

	FY12
Jul	732
Aug	666
Sep	747
Oct	693
Nov	453
Dec	498
Jan	585
Feb	511
Mar	556
Apr	560
May	455
Jun	458
Total	6914

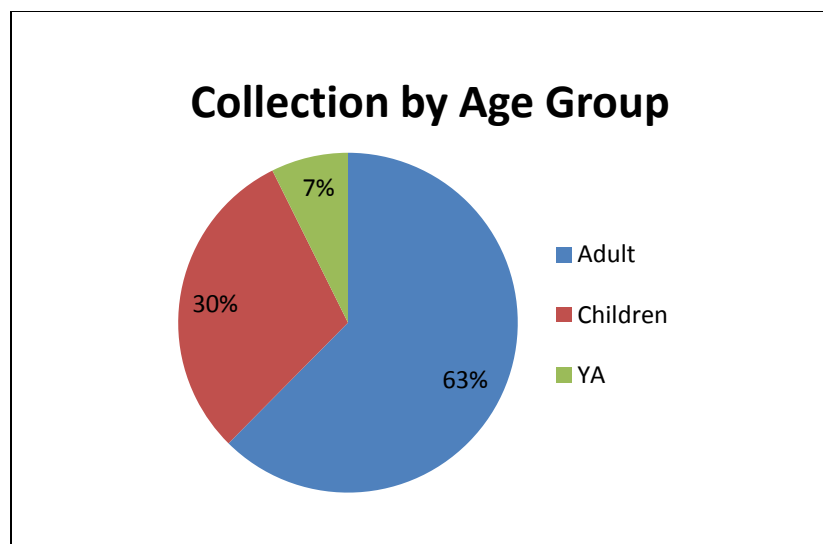
QuestionPoint from OCLC was added to the Library's reference service in November 2010. A link on the Library's webpage directs users to an AskALibrarian page where patrons can use an email form which is directed to the Library. Also available is the ability to have a live —chat session with a librarian — 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 conduct sessions with Woodland patrons. The system allows Woodland librarians to follow up with the customer to make sure their needs have been met. Below are the statistics for use of the email and —chat" service utilized through the link on the Library's webpage.

	FY11		FY12	
	Email	Chat	Email	Chat
Jul			14	8
Aug			19	6
Sep			15	4
Oct			28	5
Nov	4	1	16	4
Dec	1	1	11	7
Jan	15	7	35	10
Feb	17	6	23	6
Mar	6	5	27	8
Apr	15	7	17	5
May	12	3	12	6
Jun	16	6	15	5
Totals	86	36	232	74
Transactions	122		306	

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 (adult, children, young 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, 2012.

	Adult	Children	YA	Total
Print Material	33,530	18,459	5,522	57,511
A/V	14,418	4,770	115	19,303
Total Collection	47,948	23,229	5,637	76,814



Book budget: The chart below shows where FY12 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				
	FY12	% Spent of "Totals"	% of FY12 Circ	Variance
Adult fiction	\$18,969	24.7%	14.8%	9.9%
Large print	\$568	0.7%	1.0%	-0.2%
Adult nonfiction	\$13,993	18.2%	12.3%	6.0%
Adult Print Sub	\$33,530	43.7%	29.5%	14.2%
Adult Spoken Word	\$3,429	4.5%	3.6%	0.9%
TEACH	\$40	0.1%	1.0%	-0.9%
CDs	\$512	0.7%	2.5%	-1.8%
DVDs	\$10,437	13.6%	16.9%	-3.3%
Adult AV Subtotal	\$14,418	18.8%	24.0%	-5.2%
Adult Total	\$47,948	62.5%	53.5%	9.0%
YA--Total	\$5,522	7.2%	4.4%	2.8%
Children's books	\$17,261	22.5%	29.7%	-7.2%
Children's Spanish	\$1,198	1.6%	2.6%	-1.0%
Children Print Sub	\$18,459	24.1%	32.3%	-8.2%
Child Sp Wd & CD	\$879	1.1%	1.3%	-0.2%
J DVDs	\$3,891	5.1%	8.5%	-3.4%
Children's AV Sub	\$4,770	6.2%	9.8%	-3.6%
Children's Total	\$23,229	30.3%	42.1%	-11.8%
Total Print A,YA,J	\$57,511	75.0%	66.2%	8.8%
Total AV A, J	\$19,188	25.0%	33.8%	-8.8%
Totals	\$76,699	100.0%	100.0%	
Actual SO	\$9,872			
Overdrive	\$1,061			
Collection Total	\$87,632			
VAS	\$23,052			
Overall Total	\$110,684			

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

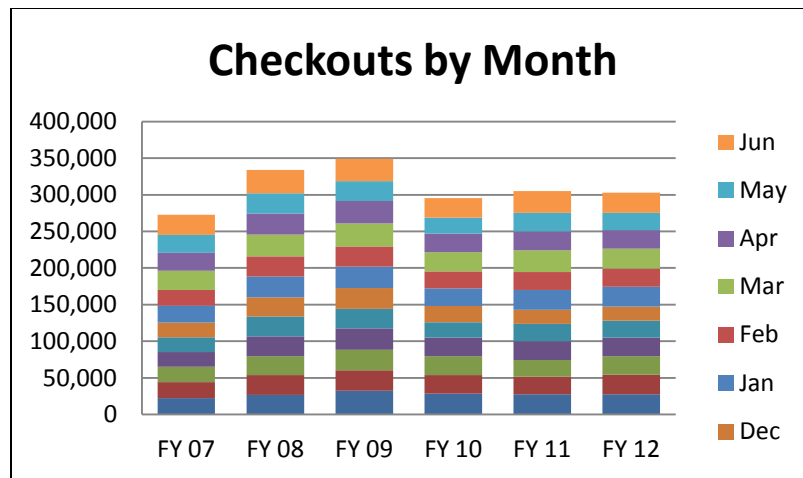
Circulation declined slightly this year (less than one percent). The drastic 15% reduction in circulation starting in FY10 was not unexpected because of the Library's 26% reduction in hours open to the public.

Circulation for the last three years outpaced FY07 levels when the Library had 50% more staff and over 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.

Woodland Public Library Checkouts & Renewals

Month-by-month

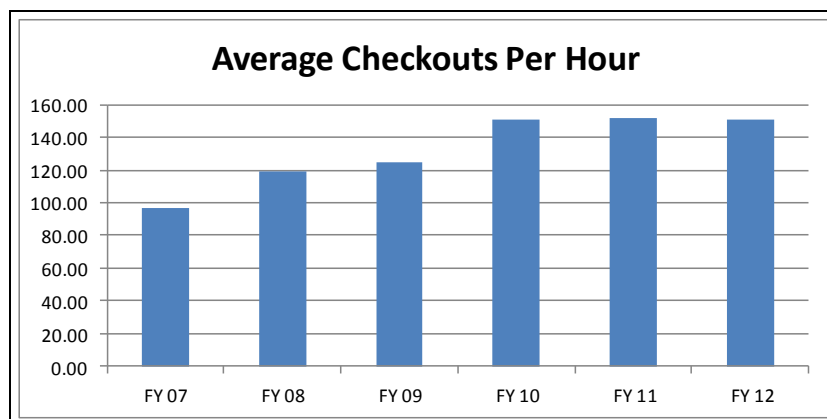
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	%Change
FY 12	27,445	27,001	24,996	25,588	22,959	19,350	27,030	24,811	27,221	25,135	23,959	27,321	302,816	-0.80%
FY 11	27,804	23,743	22,817	25,579	23,675	19,317	27,009	24,462	29,828	25,576	25,420	30,016	305,246	3.27%
FY 10	28,598	25,299	25,697	25,317	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	



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.

WPL – Number of items checked out per hour of operation

	Total	Avg per hour
FY 12	302,816	150.73
FY 11	305,246	151.94
FY 10	295,577	150.80
FY 09	349,138	124.34
FY 08	334,037	118.96
FY 07	272,822	97.16



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 portals that allow patrons with Library Cards access full-text newspapers, journal articles, etc. They are offered in an ad-free environment since libraries pay for service. Many journals and newspaper titles 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 pay wall). 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.

While librarians value these databases and often engage in bibliographic instruction by showing patrons how to access and use them, the public has not embraced their use. Woodland is not alone in the low use for these every expensive resources. Staff assumes that over half of all uses of Gale, Ebsco, and Newsbank are staff uses (mostly demonstrating the service to the public). In these difficult economic times, most of these expensive products are difficult to justify so we will discontinue many of these products in FY13.

There are some well used databases. 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).

The most used —database” is OverDrive which allows patrons to download ebooks and digital audiobooks to their own devices. It works with the patron’s Library Card and works like the OPAC allowing patrons to put “holds” on items they’d like to check out.

Electronic Resource Use			
Name	FY11	FY12	FY12/per use
BookFLIX	21	724	\$0.00
Chilton's	148	120	\$7.50
EBSCO	612	539	\$11.13
Novelist		174	\$9.05
Gale	441	24	\$11.00
Newsbank	448	401	\$8.98
OverDrive (since 1/20/11)	655	1643	\$0.98
Rand	1406	404	\$0.69
TumbleBooks	767	491	\$0.41
TumbleTalkingBooks	37	11	\$9.00
Learning Express	12	24	\$138.50

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 FY12, 62,431 requests for loans were filled within the state of California.

In previous years, the California State Library provided a financial incentive to encourage resource sharing, so it was a revenue generating activity as well as being a basic library principle. However, in FY12, the State of California provided no funding for libraries or literacy. There was some money allocated in the budget but it was never appropriated since the State failed to take in the minimum required amount in revenue.

In FY13, the State has budgeted \$4.7 million for libraries and literacy (\$2.82 million going for literacy). This amount is down from \$32 million appropriated in FY11 and is the minimum amount that the State must fund to show a “maintenance of effort” to receive federal funds from the Library Services and Technology Act (LSTA).

From the sharing done in FY11 when the Woodland Public Library loaned 57,769 items it received \$52,811 for deposit in this fiscal year as well as \$62,504 received last year for this activity. These funds are designated for library books and other circulating material as well as toward staff to support this service.

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 highlighted cells show a period when the computer lab experienced significant technical problems so the usage is much lower than normal.

	FY10	Per Hour	FY11	Per Hour	FY 12	Per Hour
Jul	3,031	17.22	2632	15.67	2,183	12.84
Aug	2,756	16.40	2575	14.63	2,773	13.46
Sep	2,821	16.79	2474	14.73	2,491	14.15
October	2,767	15.72	2759	15.33	2,595	13.66
November	2,043	17.03	2087	13.73	2,154	14.55
December	2,237	15.53	1995	14.05	2,113	14.47
January	2,614	17.20	2767	15.72	2,739	14.73
February	2,470	17.15	1865	11.23	2,643	15.02
March	2,482	14.77	1698	10.11	2,877	15.14
April	2,594	15.44	2297	15.52	2,717	14.61
May	2,332	15.34	2413	15.77	2,649	12.86
June	2,702	15.35	2523	15.77	2,459	13.66
Total	30,849	16.13	28,085	14.35	30,393	14.07

Programming:

Due to budget cuts and staff reductions, the dramatic reductions in programming for FY10 continued through FY12. 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 and maintain that schedule through FY12. However, other programming stayed minimal and focused only on children and teens.

Staff was able to work with Friends of the Library to secure funding for some special programming for children. In FY12, the Library offered: a costume Harvest Festival party (October), a educational program about wolves (February), a pajama party with an overnight Library stay for stuffed animals (May) as well as story times, class visits, Head Start visits including participation in Reading Is Fundamental, and contribution to Dr. Seuss' birthday celebrations.

Total Library Programming						
		FY09	FY10	FY11	FY12	% Change
Toddlers						
	# programs	37	24	39	50	28.21%
	# attendees	1048	410	535	1006	88.04%
Preschool						
	# programs	103	44	106	145	36.79%
	# attendees	1808	603	1064	1383	29.98%
School Age						
	# programs	83	52	54	43	-20.37%
	# attendees	7293	2130	5126	3798	-25.91%
Teens						
	# programs	45	10	11	18	63.64%
	# attendees	318	131	134	176	31.34%

Summer Reading Club (SRC) is the backbone of programming for children and young adults. In FY10 SRC was decreased from 6 to 4 weeks due to budget constrains. The Library continued with the reduced SRC programming since in FY11 there was a funded

vacant position and in FY12 the Library had a youth services staff member unavailable during the summer.

While the Library held only 4 events (down from 7 in FY08), staff prioritized outreach and marketing of the events. Probably most importantly youth services staff member, Esther Guardado, 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 —~~ick~~ off party” with craft stations (manned by teenage volunteers), an educational program about bees (with honey samples), a puppet show, a program with real, live reptiles, and a fascinating program about northern California bats.

All events, prizes, and printing for SRC were paid for by the Friends of the Woodland Public 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 it is framed 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	2012	% Change
Initial Sign Up/Kick Off		85	354	0	143	234	246	5%
Total Participation		475	751	650	521	582	609	5%
Toddlers (<3 years)		52	79	44	48	49	43	-12%
Children (3-12)		374	609	561	424	479	529	10%
Teens (12-17)		49	63	45	49	54	37	-31%
Number of Programs			7	4	4	4	4	
Program Attendance		601	1,632	821	596	777	925	19%
# of Minutes Logged by Children		68,460	121,050	83,410	89,880	116,957	123,972	6%
# of Reviews Submitted by Teens		213	352	224	125	216	112	-48%
# of Books Reported by Adults		0	301	241	265	336	252	-25%

While is it not a part of Summer Reading, the Library also participated in In-n-Out Burger’s spring reading program. For each 5 books a child reads, he/she received a gift certificate for a free hamburger and they can earn up to 5 free burgers. The Library had 200 children who earned 600 certificates.

Due to budgetary constraints, the only adult programming done by Library staff is a —~~Bad~~ for Fun” program that corresponds to Summer Reading for children. The —~~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~~ 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. Several volunteer Library auxiliary groups 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. This year, they also partnered with the League of Women Voters and the Woodland Community College to bring the Cal Humanities exhibit, *Wherever there's a fight: a history of civil liberties in California*, to the Library. 125 people signed the exhibit's register but with over 100 people an hour through the Library's doors, many people benefited from this exhibit.

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	7
	# attendees	310
Brown Bag Book Club		
	# programs	24
	# attendees	242
Rose Club		
	# programs	14
	# attendees	775
Inspiring Words - open mic		
	# programs	6
	# attendees	115
Yolo Energy Watch		
	# programs	2
	# attendees	45
Woodland Reads		
	# programs	1
	# attendees	35

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 FY12, Esther Guardado, part of the youth services staff, visited five school assemblies to promote SRC. She also participated at three schools for Read Across America celebrations and is a member of the Woodland Youth Coalition.

In the spring of 2012, the Library participated in the “Woodland Reads” program, and the Library Services Director represented the Library to several service organizations throughout the city. Also, she represented Mountain Valley Library System on the NorthNet steering committee.

Miscellaneous

Security:

The Library saw an increase in illegal activity and vandalism this year. There were after-hour break-ins into the secured court yard. The Police and the Fire departments worked with Facilities’ staff to create a barrier that would also maintain the functionality of the emergency gate. Steel plates were added around the emergency exit gate door and it has totally eliminated the problem of nighttime break ins to the courtyard.

Increased drug usage and loitering around the Library were also a problem. The Police instituted the Library in the POP program (Problem Oriented Policing). They increased their patrols around the Library, instructed staff to have zero-tolerance for even the most basic of Library policies (no sleeping, no eating, no luggage), and gave tips to make the building more secure. Thanks to the Facilities’ staff, outside lights were added, trees were trimmed, and a fence in the Rose Garden was connected to the building. Within two weeks, a window in the Court Street emergency exit was kicked out. Within a month, someone threw an un-ignited Molotov cocktail through the computer room’s window. The only damage from both events was broken glass. Police increased their presence and the seriousness of their patrols. The POP program improved the Library, inside and out almost immediately. While no longer officially a POP program any longer, the Police still work with the Library to ensure the safety of everyone in the building.

Media Service Desk:

The “media” desk – the desk and staff person who assists with the public computer room and hands out DVDs – has been moved to just outside the room. The media staff person still has a view of the room since the desk is by one of the room’s interior windows but also has a better view of the DVD/CD area, holds area, self-checkout station, and circulation desk. The media desk person assists with circulation overflow and the self-checkout station. The staff member assigned there also monitors the high theft media area.

DVD Security:

The Library had found empty DVD cases in the stacks throughout the years but there had been an increase in the number of loses. Moving the DVDs to binders was not a solution as the system didn’t really work as it was – long lines and waits, misfiling of items, and very staff intensive. The Library purchased about 1,000 used DVD “Kwik Cases” to secure DVDs on display. The cases were advertised on the statewide library listserv, for \$1 a piece – new cases cost over \$7 a piece. The cases aren’t a perfect solution but they do act as a deterrent. They can be broken into but they make a lot of noise because they’re hard plastic. And because of their material and the bulky size of them, they can be carried out of the Library but not discretely or in large number.

To cut down on the number of loses, the Library also did away with —Express” DVDs or those high demand items that aren’t used to fulfill holds but instead are on the browsing shelf for in-person patrons. Sacramento calls this collection —Lucky Day” because that describes what it means to find one on the shelf. This means there are fewer high profile DVDs sitting on the shelf to be stolen. When high demand DVDs are checked out or are hold shelves, they can’t be as easily stolen.

Staff and patrons seem happy with the result and the media desk move.

Magazine Checkout:

Thanks to Patricia Lakie, the Library has fully implemented the processes of cataloging all the Library’s journals. Now patrons seem to realize that magazines must be —checked out” and returned. Staff appreciates the statistics that are available.

Yolo Energy Watch:

The Library partnered with Yolo Energy Watch to provide several programs at the Library. In February, YEW brought in Energy Upgrade California, PG&E, and some local high school students to show homeowners some great money saving tips and in March, they hosted an Energy Efficiency Forum for business in April. YEW also provided the Library with five Kill-A-Watt readers for checkout. The readers allow Woodland residents to checkout and test their electric usage at home. Patricia Lakie worked with Sandra Norman, a local high school student, who created a great cover for the cases so they look like a crime noir book cover. Circulation has been steady and the public seems to appreciate the service.

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 6,000 volunteer hours are contributed to the maintenance and clean up of the gardens alone.

The Rose Club started to clean up the back patio of the Leake Center and added improvements to the Library’s court yard. They discovered a leak in the court yard irrigation system so the Library had it repaired by the City’s contracted landscaping company.

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.

Library Grants:

- The Literacy Service received two grants from the 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. The State Librarian directed LSTA funds to California Library Literacy Service programs since state funding literacy was not available in FY12. The Woodland Library Literacy Service received over \$49,000 in support.

- The Library received a \$3,000 grant from Woodland's Sunrise Rotary Club. The grant, written by youth services librarian Cara Baker, allowed for the purchase of a children's bilingual literacy station (computer). This computer was added to the existing three English language literacy stations owned by the Library. Through the generosity of the Sunrise Rotary, the Library was also able to purchase child size furniture to house the literacy station.

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. In FY12, the Library collected 1,950 pounds of food to donate.

Staff Development

All permanent staff evaluations are current. This past year, staff attended regional meetings and workshops, conferences, webinars, podcasts and workshops many of them sponsored by InfoPeople, the training contractor for the California State Library.

All staff attended the City's Injury and Illness Prevention Program. Supervisors and all mid-management staff attended the City's anti-harassment training. All full-time staff also attended the Woodland Reads luncheon.

Librarian Carol Davis attended several online workshops (QuestionPoint, outreach to Latinos). Carol and the Director also attended a Spanish language book fair at the Davis Library.

Librarian Patricia Lakie attended the Innovative Users Group conference, quarterly Sacramento partner meetings, and a Statewide Public Library summit. Patty and the Director also attended a supervisory skills workshop.

The Director attended several classes including difficult conversations and frontline defense, along with workshops for the state's 211 data and the city's GIS program. The Director also attended the California State Library conference in November and the American Library Association conference in June. The Director, along with Sue Bigelow, also attended the Yolo County Women's History Month luncheon.

Literacy Coordinator Sue Bigelow also attended several workshops aimed at the state's Literacy Coordinators. She also presented a program to other literacy coordinators about fundraising. She worked with the State Library to help determine best practices for the State's literacy programs. Sue also attended and was honored for her work at the United Way Annual Awards.

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.

Goal 1: Increase Family Programming: Update and improve outreach to children and Spanish speakers.

The Library Board of Trustees and the staff continue to be committed to providing as much quality programming possible aimed at children and/or Spanish speakers.

The Library has provided three story times a week for the last two years instead of the two story times that had been offered during the previous year. The Library offers morning and afternoon story times. One story time is for toddlers and two are 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) and Spanish language story times are common within the Library community. Attracting families with young children helps instill a 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 Library was also able to attract young readers into the Library with special events such as a Harvest Party, a stuffed animal sleep over and an educational program about wolves.

The Friends of the Library provides all funding for the Library’s Summer Reading Club (SRC). This year the theme was “Dream Big” and the Library was able to offer four programs to attract young readers along with a kick-off sign up party with crafts.

In December 2012, the entire Library staff helped plan, organize, and staff a Santa party as outreach to the Latino community. Over 80 families visited the Library on December 9th to celebrate. The event, aimed at introducing Latino families to the Library, even had a special visitor – Santa! The Leake Center was filled with adults and children enjoying holiday music and snacks while visiting with Santa and each other. Besides Santa, other special guests included Mayor Pimentel and Interim City Manager Kevin O’Rourke. The kids enjoyed making ornaments and other holiday crafts. A volunteer photographer took photos of the children (or whole families) with Santa. The pictures were available for pick up (at no charge) the next week. This event was very successful and satisfying to staff and patrons. The Library hopes to make this an annual event thanks to the generosity of the Friends of the Library.



Santa and his library elves

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 94,947 views. It is the most hits of any city department webpage except for the City's main homepage. Almost 12% of visitors to the City's homepage click through to the Library and it is the most popular link on the main page.

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 usage statistics, the other popular pages were the Contact Us page and the Events page.

Last year, the staff modified the website structure. The Library staff worked together to determine common, understood language to convey the Library's message and to clarify the services we offer online.

This year the Library explored the possibility of a total professional makeover of the website but the City's Information Services offered their web design services. The new website was based on the architecture developed the year before but is more streamlined and up-to-date. It is also easier for staff to update.

The Library is also exploring social media sites 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. The Library has had a Facebook account for several years and this year started a Pinterest account as well.

Goal 3: Explore the possibility of a Literacy Learning Center: To fill the need of literacy skills for people of all ages in the community.

The Library has approximately 2,000 square feet of unfinished space located under the children's department on the southwest side of the building labeled the —sculpture garden” in the 1986 expansion project plans. The Library Director and Literacy Coordinator looked into opportunities for funding to finish the incomplete area.

Little additional operating expenses would be needed to maintain the space as the Literacy department would permanently move to the new space. There would be additional costs for HVAC, etc. however there would be no additional staffing costs.

The City contracted with McCandless and Associates (a local architecture firm) to estimate the probably costs of finishing the —sculpture garden” space for use as a learning/literacy center. Their costs plus the costs of the City and possible overages is estimated to be in the \$600,000 range. At the July 3, 2012, City Council meeting, the Council approved a Measure E spending plan that includes \$300,000 be allocated for the Literacy Learning Center in FY16 and another \$300,000 in FY17.

Goal 4: Increase Volunteer Utilization: Continue collaborative community relationships that will enhance volunteerism and resources.

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.

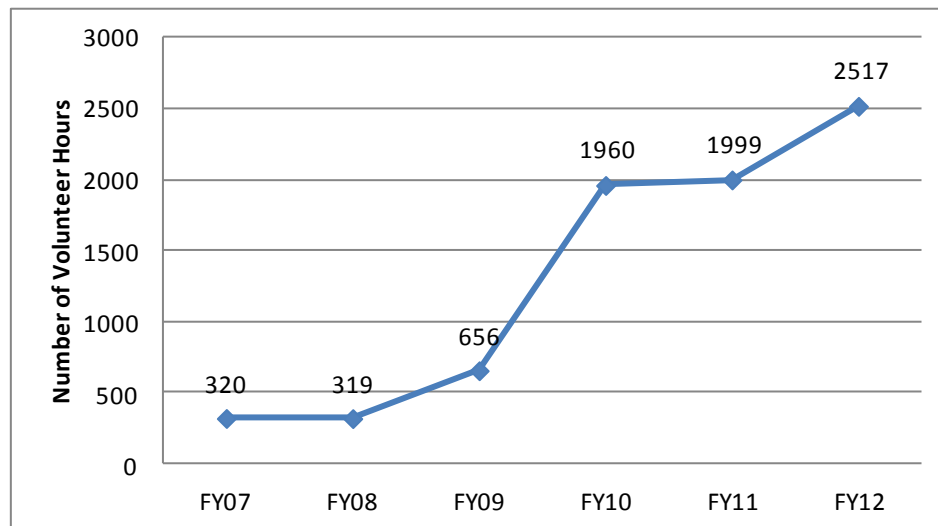
The California State Library recognized the Woodland Public Library as a trailblazer in the field of volunteerism by including many of the procedures and job descriptions in their publication, *Volunteer Involvement in California Libraries: Best Practices* (1999). The California State Library annual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

According to Independent Sector (a coalition of charities, etc), the value of volunteer time in California is \$21.36 an hour (in 2010 dollars). Using that figure, the volunteer programs at the Library provide over \$500,000 in services and over 12 FTEs.

Type of Volunteer Activity	FY 12
Friends of the Library	10,739
Inspiring Words	30
Library Formal Volunteer Program	2,517
Literacy (tutor pairs)	1,463
Rose Club	6,832
Spine Tingleers	1,390
Teen Volunteers (mostly SRC)	190
Board of Trustees	600
Total Volunteer hours	23,761
FTE	12.38
Value	\$507,535

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 of participation increased from 318.5 hours to 517 hours, representing a 62% growth. However since 2010, under the care of a Volunteer Trainer and Coordinator, Mike Tucker (who is also a volunteer), the program has grown significantly.

Type of Volunteer Activity	FY 08	FY 09	FY 10	FY 11	FY 12
Library Formal Volunteer Program	319	517	1,960	1,999	2,517
FTE	0.17	0.27	1.02	1.04	1.31
Value	\$6,803	\$11,043	\$41,866	\$42,699	\$53,763



Besides the success of the Library Formal Volunteer Program, the infamous —~~Sine~~ Tingle” were resurrected whereby volunteers mend books and bindings to help lengthen the shelf life of material. In FY12, the Tingle” repaired/saved almost 500 items that were put back into circulation saving the Library money.

In February 2012, the Library started partnering with volunteer Jessica Kristie to offer Inspiring Words: Open Mic poetry readings once a month at the Library. The Library had previously done poetry —~~ams~~” aimed at teens which initially had some success but attendance eventually dropped to where the program was discontinued. These open mic nights are for all ages to try to draw a larger, more diverse crowd. Attendance has been great and has generated a lot of interest.

Also, the The Sorooptimists volunteered one Saturday a month for an hour or so during the school year to provide a story time in the children’s area.

The Library is participating in a Volunteer Match Program through the State Library. After a year and a half, we have recruited several shelving and literacy volunteers but have not found a volunteer to manage other projects. 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 continues to try to duplicate that success in other facets of volunteerism.

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>

The Library's volunteer who organized the Library Formal Volunteer Program, Mike Tucker, was awarded the October 2011 "Woodlander of the Month." Patricia Lakie nominated him and described him as an extraordinary and dedicated volunteer. —I believe there are few things as important to a democracy as a library. The Woodland Public Library is something Woodlanders can take pride in." He was celebrated at a luncheon with several Yolo County Supervisors.



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.

Literacy:

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.

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.

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 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.

The Adult Literacy Program:

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. The Adult Placement Indicator (API) test is the initial evaluation and 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.

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 that 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.

Of the 647 learners reporting goals to the State of California (including those participating in STEP), 84% reported significant achievements. A major increase this

year was seen in those achieving job literacy goals such as the completion of a resume, improving job skills, and obtaining of employment and/or housing.

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:

In the last 12 years, over 112 inmates have graduated within Monroe Detention Center and 80 within Juvenile Hall with GEDs. Of those graduates, only 2 have become repeat offenders. The 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. Their yearly commitment is \$38,000 despite the current budget cuts.

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 takes place within the walls of these two institutions, and is focused upon the inmate's completion of a General Education Diploma (GED).

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 addition to the basic reading and writing skill improvements, *No Barriers* students have worked to improve math, time-telling and money skills

17 pairs of counselors and clients now work with the Literacy Service. Mid-year, *No Barriers* changed management and many of the clients were relocated to different facilities. We still work with a few pairs, and are very proud of the last three years of learning. 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. With a direct correlation between poverty and illiteracy, improving reading and writing skills helps with the successful transition between living on the streets and a successful independent life style. It helps secure employment and locate housings.

S.T.E.P. provides one-on-one, group, and family tutoring within the confines of the Wayfarer Center for the Homeless. 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. Assessment is done on a case-by-case basis. 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.

Within the past year, we have seen nearly 527 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. A total of 3775 tutoring hours occurred at the STEP program.

A \$2,000 grant in FY11 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. As a result, 231 computer lab students have written resumes, learned to job search on line, and wrote cover letter. 1,940 hours of instruction were logged.

Literacy Budget Narrative:

The FY12 budget was \$169,500. This budget included revenue from the Library Services and Technology Act in the form of Emergency funding for \$49,639, the City of Woodland, the Library Foundation, 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. 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 in FY12 to a full time position.

The Inmate Coordinator, Program Administrator for STEP, and part-time instructors in the STEP program, an Early Education instructor working with the children at Wayfarer, and a Computer Intensive instructor for the STEP program are hired on a contract basis.

With the hiring of a new Literacy Coordinator five 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 50 grants, and an extensive increase in revenue for both Adult Literacy and STEP.

The expected budget for the coming year (FY13) is \$140,000 for Adult Literacy and \$30,000 for the STEP grant

Donors:

Library Services and Technology Act in the form of Emergency funding, \$49,639

City of Woodland, \$7,500

Woodland Public Library Foundation, \$10,000

Yolo County Sheriff's Department, \$40,000

Woodland (Yolo) Literacy Council. \$4,000

Additional funding came from private and public foundations including:

- Yocha DeHe Community Fund, \$10,000
- Target, \$2,000
- United Way, \$8,000
- Soroptomist, \$2,000
- Teichert Foundation, \$6,000
- Kelly Foundation, \$5,000
- Northrop Grumman, \$2,000
- USBANK, \$4,500
- Community Development Block, \$8,000
- ProLiteracy Book Fund, \$2,000 (materials)

Library Board of Trustees for FY12

Alain Traig, President
Kay Hodges, Secretary (retired from the Board)
Jorel Difuntorum (retired from the Board)
Bud Goding
Tom Pavao

Woodland Literacy Council

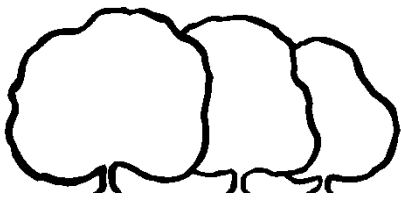
Rosalinda Martinez, President
Bobbie Moriel, Treasurer
Julie Gallelo
Jane Watson
Tom Pavao, Library Board of Trustees Liaison

Friends of the Woodland Public Library

Diana Dearmore, President

Woodland Library Rose Club

Laurette Ferrier, President



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Yolo County Visitors Bureau Premiers New Promotional Video

Recommendation for Action

Staff recommends that the City Council receive the presentation from Alan Humason, Executive Director of the Yolo County Visitors Bureau showcasing the first-ever Promotional Video to its website.

Background

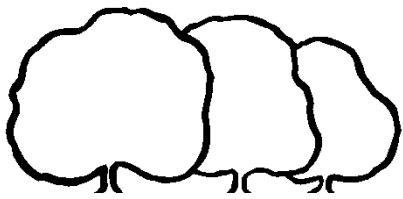
Alan Humason, Executive Director of the Yolo County Visitors Bureau will be showcasing the new promotional video that has been added to the website. It's titled "You'll Love It Here!" and highlights numerous scenes from Yolo County. Locations featured include the Davis Farmers Market, Heidrick Ag History Center, Buckhorn Grill, the U.S. Bicycling Hall of Fame, Turkovich Family Wines tasting room in Winters and historic downtown Woodland. The video includes the many pleasures visitors will encounter in Yolo County, from unique restaurants to cultural venues and events.

The video can be found on the Yolo County Visitors Bureau homepage at www.yolocvb.org.

Prepared by: Ana Gonzalez
City Clerk

Reviewed by: Paul Navazio
City Manager

Paul Navazio
City Manager



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Second Reading of Ordinance Repealing Some Existing Bicycle
Ordinance Requirements

Recommendation for Action

Staff recommends that the City Council adopt Ordinance No. 1543 repealing sections 5-2 through and including 5-10, section 5-20 subsections (a) and (b), and section 5-23 of the City of Woodland Municipal Code.

Fiscal Impact

Adoption of this ordinance would have a small positive fiscal impact by relieving the Police Department of the duty to issue bicycle licenses, the fee for which does not cover the cost of the staff time involved.

Background

This is the second reading of the ordinance to repeal sections 5-2 through and including 5-10, section 5-20 subsections (a) and (b), and section 5-23 of the City of Woodland Municipal Code. The first reading of this ordinance occurred at the August 21, 2012 City Council meeting. The Council voted to approve the Ordinance, which is attached.

Discussion

The City's existing bicycle ordinance contains a number of outmoded requirements that simply do not make sense to enforce any more. The Police Department has worked with the City Attorney's office to prepare an ordinance repealing these obsolete requirements, and requests that the City Council consider adoption of this ordinance.

Chapter 5 of the Woodland Municipal Code contains an extensive and detailed set of requirements

related to bicycles. This ordinance was adopted decades ago and has not been updated much. Many of its requirements do not make sense to enforce in modern times, and the Police Department simply does not have the staffing available to enforce them. In this context, it makes sense to repeal the obsolete provisions, rather than having them remain in the Municipal Code.

The ordinance sections proposed for repeal are 5-2 (requiring bicycle licenses for all bicycles), 5-3 (bicycle license applications), 5-4 (bicycle license issuance and recordkeeping), 5-5 (bicycle license plates), 5-6 (impoundment of unlicensed bicycles), 5-7 (license renewals), 5-8 (license transfers), 5-9 (regulations for bicycle rental agencies), 5-10 (reporting requirements for bicycle dealers), subsections (a) and (b) of 5-20 (handlebar and pedal specifications), and section 5-23 (bicycle stands). The Police Department believes these sections can be repealed without issue.

Conclusion

Staff recommends that the City Council adopt Ordinance No. 1543

Prepared by: Dan Bellini
Chief of Public Safety

Paul Navazio
City Manager

Attachment: Ordinance repealing sections of the municipal code related to bicycle violations

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA REPEALING SECTIONS 5-2, 5-3, 5-4, 5-5,
5-6, 5-7, 5-8, 5-9, 5-10, 5-20(a), 5-20(b), AND 5-23 OF THE WOODLAND
MUNICIPAL CODE RELATED TO BICYCLE LICENSES, BICYCLE
TRANSACTIONS, AND STANDARDS FOR BICYCLE STANDS,
HANDLE BARS, AND PEDALS

WHEREAS, the City Council finds that requiring bicycle licenses, enforcing standards for bicycle handle bars, pedals, and stands, and requiring the reporting of bicycle transactions is no longer necessary to protect the health and safety of City and is no longer an efficient use of City resources; and

WHEREAS, the City Council wishes to repeal those Woodland Municipal Code sections related to bicycle licenses, standards for bicycle handle bars, pedals, and stands, and the reporting of bicycle transactions;

The City Council of the City of Woodland, California, does hereby 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. Repeal. Sections 5-2, 5-3, 5-4, 5-5, 5-6, 5-7, 5-8, 5-9, 5-10, 5-20(a), 5-20(b), and 5-23 of the Woodland Municipal Code are hereby repealed and of no further force or effect. Subsections (c) and (d) of Section 5-20 are hereby renumbered as subsections (a) and (b), respectively.

Section 3. Further Efforts. The Chief of Police is hereby authorized and directed to take any and all actions necessary to cease the enforcement of bicycle license requirements, standards for bicycle handle bars, pedals, and stands, and the reporting of bicycle transactions including, but not limited to, ceasing the collection of license fees. Notwithstanding the foregoing, any license fees imposed prior to the effective date of this ordinance shall remain valid and any outstanding amounts owed to the City may be billed and collected as permitted by applicable law.

Section 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

Section 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days

after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED this _____ day of _____, 2012 by the following vote:

AYES:

NOES:

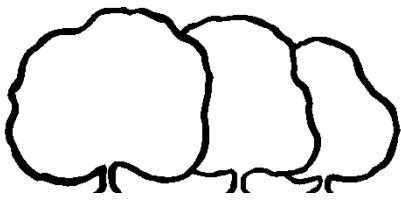
ABSENT:

ABSTAIN:

Marlin H. Davies
Mayor

ATTEST:

Ana Gonzalez
City Clerk



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Approve Engineering Design Contract for the East Street to David Douglass Park Pipeline, Project No 08-07

Recommendation for Action

Staff recommends that the City Council authorize the City Manager to execute a Consultant Services Contract with Brown and Caldwell Engineering, Inc. for design and engineering support services for the East Street to David Douglass Park Pipeline, Project 08-07, in the amount of \$304,293.

Fiscal Impact

The design cost in the amount of \$304,293 as outlined in the proposal submitted by Brown and Caldwell Engineering, Inc. as is as indicated in Table 1 below.

Table 1

Phase Description	Cost (\$)
Preliminary Design	127,203
Pipeline Design	149,271
Bid Period Services	14,444
Project Management	13,375
Grand Total	304,293

There are no general fund impacts. The project will be financed by proceeds of the enterprise fund. This project is included in the FY 12/13 Capital Budget approved by Council on June 19, 2012.

Report in Brief

The City is planning to install new water transmission mains along the southerly boundary of the City to support the Davis Woodland Surface Water Project (DWSWP) being planned through the Woodland Davis Clean Water Agency (WDCWA). The City is currently utilizing several different

consultants for the various surface water transmission projects. Staff has selected Brown and Caldwell Engineering, Inc. to design the East Street to David Douglass Park portion of the surface water pipeline from our Qualifications Based Selection list for water engineering services.

Staff recommends that the City Council authorize the City Manager to execute a Consultant Services Contract with Brown and Caldwell Engineering, Inc. for design and engineering support services for the East Street to David Douglass Park Pipeline, Project No 08-07 in the amount of \$304,293.

Background

The Surface Water Project includes a Water Treatment Plant to treat surface water from the Sacramento River to meet the needs of the WDCWA. It is expected to have an ultimate capacity of 52 million gallons per day (MGD). The City of Woodland's share capacity at the moment is 18 MGD with an ultimate capacity of 27 MGD. In order to move this water throughout the system with minimum power cost, the City is embarking on the design and construction of local pipeline from CR102 to David Douglass Park. The pipeline conceptual layout is as indicated in figure 1 attached.

Discussion

The design of the project is being executed in two phases. Last year, the City executed a contract with Cunningham Engineering Inc. for the design of the Phase 1 portion of the project which is from CR102 to East Street.

In June of 2012, staff selected Brown and Caldwell Engineering, Inc. from a Qualifications Based Selection list to provide design and engineering support services for the Phase 2 portion of the project which is from East Street to David Douglass Park.

This pipeline project will enable timely delivery of surface water throughout the City. The pipeline project will facilitate moving treated surface water to and from the 3 Million Gallon Southwest Tank at reasonable power cost. The scope of work includes preliminary design, detail pipeline design, bid period services and project management. Construction of the pipeline is expected to begin on June 2013 and end on July 2014.

The design consultant will look at the feasibility of using the water line maintenance road as a future bike path corridor.

Conclusion

Staff recommends that the City Council authorize the City Manager to execute a Consultant Services Contract with Brown and Caldwell Engineering, Inc. for design and engineering support services for the East Street to David Douglass Park Pipeline, Project 08-07, in the amount of \$304,293.

SUBJECT: Approve Engineering Design Contract for the East Street to
David Douglass Park Pipeline, Project No 08-07

PAGE: 3
ITEM:

Prepared by: Akin Okupe, P.E.
Senior Civil Engineer

Reviewed by: Doug Baxter, P.E.
Principal Civil Engineer

Reviewed by: Nick Ponticello
CDD Director

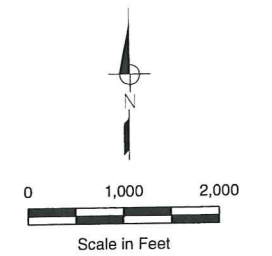
Paul Navazio
City Manager

Attachment: Figure 1- Conceptual Pipeline layout

FIGURE 1

City of Woodland
CIP Pipelines

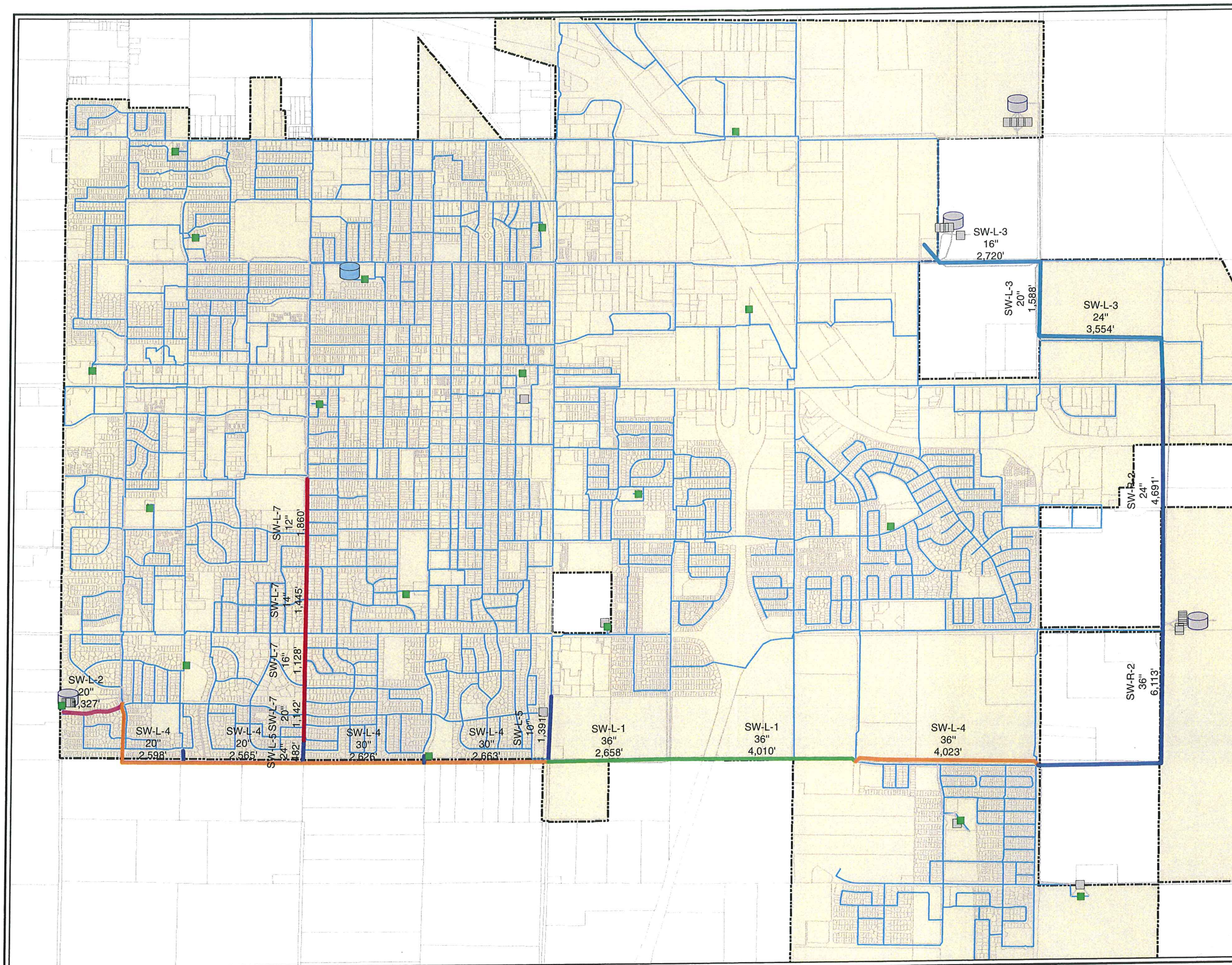
PIPELINE LOCATIONS

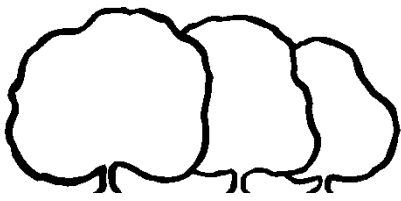


Notes
1. Tabloid size template - landscape
2.

LEGEND

- SW-L-1
- SW-L-2
- SW-L-3
- SW-L-4
- SW-L-5
- SW-L-7
- SW-R-2





REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Final Acceptance and Notice of Completion for South Sewer Pond #11
Soil Cement Treatment CIP #10-11

Recommendation for Action

Staff recommends that the City Council accept the South Sewer Pond # 11 Soil Cement Treatment as complete, release their retention, and authorize the City Clerk to file a Notice of Completion.

Fiscal Impact

This project is included in the CIP Budget and paid for out of Sewer Enterprise Funds. There is no impact to the General Fund.

Report in Brief

On June 17, 2012 the City Council awarded a construction contract to Ghilotti Construction, Inc, in the amount of \$ 278,900.00 to treat the bottom of Sewer Pond #11 with a combination of lime and Portland cement. This will facilitate the use of the bottom of the pond as a drying bed for biosolids management. The work was competed and all testing indicate that the treatment meets the required specifications. The attached letter summarizes the work and recommends acceptance of the project and release of final payment. A change order was given for extending the use of a water truck for a week to reduce cracking while waiting for installation of HDPE (high density polyethylene) distribution piping under a different contract. The total construction cost including the change order is \$263,299.02. The payment was based on infield measurement of the treated surface of the bottom of the pond which was less than the estimated area from the GIS estimate.

Background

This project consisted of removing vegetation and spreading & mixing a combination of quicklime & cement up to a 12" depth and then grading and re-compacting the entire pond bottom. This work is required in order to use Pond 11 for immediate storage of sludge coming from the WPCF so that Pond 7 can go offline for stabilization. Pond 7 has been receiving waste biosolids for over 4 years and the biosolids in the pond will be stabilized for eventual removal in three years.

The Master Plan calls for a three year cycle of pond loading, three years of stabilization, and a clean out in year 7. The present plan will be to treat Ponds #9 and #10 with the same soil cement treatment: Pond #10 will be treated within the next three years, and Pond #9 will be treated three years after Pond #10. Ponds #8 and #7 will need to have the accumulated biosolids removed in a similar time frame so future pond biosolids depths can be kept below 18 inches to facilitate future biosolids storage and drying.

Conclusion

Staff recommends that the City Council accept the South Sewer Pond # 11 Soil Cement Treatment as complete, release their retention, and authorize the City Clerk to file a Notice of Completion.

Prepared by: Mark Cocke, PE
Senior Civil Engineer

Reviewed by: Brent Meyer, P.E.
Principal Civil Engineer/
City Engineer

Reviewed by: Nicholas J Ponticello
Community Development Director

Paul Navazio
City Manager

Attachment: Project Site Map
NexGen Completion Letter
Ghilotti Notification



0 170 340 680 1,020 1,360
Feet

August 1, 2012

Mr. Mark Cocke, P.E.
City of Woodland
300 First Street
Woodland, CA 95695
{sent via email}



Dear Mark:

**Subject: Final Billing and Acceptance of the Pond 11 Soil Treatment -
Project No. 11-12-123**

The purpose of this letter is to provide the City a summary of work completed under Project No. 11-12-123. The project involved the soil treatment of one of the City's south wastewater ponds. Pond No. 11 was graded and treated with a combination of 2 percent lime and 4 percent cement to a depth of 12 inches. The pond bottoms were re-compacted to at least 95 percent relative compaction.

The project was publicly bid on May 17, 2012. Ghilotti Construction was the low bidder with a bid amount of \$278,900. The unit price was 53 cents per square foot, assuming a 480,000 square foot of pond bottom area.

The operation was completed over a three week period from the end of June to the middle of July. We provided onsite daily oversight of the project and witnessed third party testing of treated soil compaction. Testing exceeded the 95 percent re-compaction criteria in all tests.

The project is now complete and we recommend processing their final payment. The project total is \$263,299.02 based on actual square footage of material treated.

Pictures of the soil cement operation are attached to this letter.

Sincerely,

NEXGEN Utility Management Inc.

Dan Rich

Dan Rich, P.E.

Corporate Office (Mailing Address):
NEXGEN Utility Management
4010 Lennane Drive
Sacramento, CA 95834









July 25, 2012

Letter 04

City of Woodland
300 First Street
Woodland, Ca 95695

Attention: Miguel Chavez

Reference: Soil Treatment of WPCF Pond, Project No. 10-11
GCC Project No. 5461

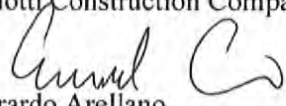
Subject: Project Completion

Dear Miguel,

Per the City's request, GCC hereby notifies the City that the project has been completed on Friday, July 13th. The water truck rental for the week of July 16th is a contract change order and should not be counted toward the project working days, or the working days should be extended to account for the extra work.

Should there be any questions or concerns, please contact the undersigned at 707-556-9145.

Sincerely,
Ghilotti Construction Company

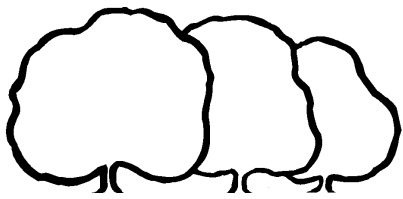

Everardo Arellano
Project Manager

cc: 5461 Owner Corr File

— Engineering Contractor —

246 GHILOTTI AVENUE • SANTA ROSA, CA 95407 • 707-585-1221 • FAX: 707-585-0129

STATE CONTRACTORS LICENSE #644515



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Woodland Swim Team Agreement

Recommendation for Action

Staff recommends that the City Council authorize the City Manager to execute a one-year Use Agreement with the Woodland Swim Team.

Fiscal Impact

Under the new agreement, the City would receive \$1,910 per month from Woodland Swim Team (excluding periods when the pool is unusable due to repairs). The contract also includes a \$2,500 monthly surcharge for periods when costs are higher (November through February). If the pool was closed for one month during this agreement, the City would receive \$28,510 from Woodland Swim Team's use of the pool. The monthly fee includes a 3% fee increase from the fee in the current agreement that expired on June 30, 2012.

Background

The City has had an agreement with the Woodland Swim Team for use of the Charles Brooks Community Swim Center for many years. The current agreement expired on June 30, 2012.

The Woodland Swim Team is a year-round competitive swim club dating back to 1952 that is based at the City's Charles Brooks Community Swim Center. The City has had a use agreement with the Woodland Swim Team for many years. The agreement outlines scheduling, fees, and operating procedures.

The City has worked with the Woodland Swim Team and both parties have agreed with the terms in the attached agreement.

Conclusion

Staff recommends that the City Council authorize the City Manager to execute a one-year Use Agreement with the Woodland Swim Team.

Prepared by: Christine Engel
Recreation Superintendent

Paul Navazio
City Manager

Attachment: Woodland Swim Team Agreement

USE AGREEMENT
between the
City of Woodland
and the
Woodland Swim Team

This Use Agreement (hereinafter referred to as "Agreement") is made and entered into this First day of July 2012, by and between the Woodland Swim Team, Inc. a California Non-Profit Corporation (hereinafter referred to as "WOOD" and the City of Woodland (hereinafter referred to as "CITY").

WHEREAS, WOOD desires to utilize the Charles Brooks Community Swim Center (hereinafter referred to as "CBCSC"), located at 155 N. West Street, Woodland.

WHEREAS, WOOD desires to provide Woodland residents with a competitive swim team and to promote participation and community pride in aquatic activities; and

WHEREAS, CITY believes Woodland residents and businesses benefit from a competitive swim team; and

WHEREAS, CITY believes Woodland residents and businesses benefit from participation and community pride in aquatic activities; and

WHEREAS, both parties intend to work cooperatively together to coordinate the use of CBCSC by WOOD and ensure continuation of the WOOD program;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Scheduled Use
CITY grants to WOOD the use of the CBCSC for approximately eleven months each year with the pool being closed for approximately 4 – 6 weeks during December and January each year. The precise dates will be agreed upon by CITY and WOOD during scheduled meeting outlined below in Section #4.

2. Fees
WOOD will pay CITY \$1,910.00 per month for July 2012 through June 2013. Payments are due to the CITY by the 15th of each month.

During the months of usage when incurred CITY costs are high (November through February), WOOD agrees to pay a surcharge of \$2,500 per month for operational

costs of running CBCSC. The surcharge is in addition to the monthly rent. However, during any period the pool is closed, including the one month closure per the terms of Section #1 above, WOOD shall have no obligation to pay any rent or surcharge amounts, and such payments shall be prorated for any months which include a period of pool closure.

In addition, WOOD will pay CITY \$22.00 per hour per Lifeguard and \$25.00 per hour Pool Manager required by CITY for use of the CBCSC during all swim meets pursuant to Section #22. For supervision of the wading pool, WOOD will pay CITY \$22.00 per hour per lifeguard needed. CITY will bill WOOD for lifeguard costs within 30 days of use. WOOD will pay CITY for overtime costs incurred by staff during swim meets. WOOD can be charged for gates left unlocked, equipment left out, covers left off, or uncleared areas after swim meet. Charges will be equal to staff costs or equipment costs required to remedy situation (Exhibit D).

Fees will not be required for supervision of workouts if all swimmers involved are being supervised by their own USS Certified Coach (United States Swimming Inc.)

WOOD's schedule shall be planned so as not to conflict with CITY maintenance projects.

3. Term

The term of this Agreement shall commence July 1, 2012 and terminate on June 30, 2013 (a 1 year term), unless terminated earlier as provided in this Agreement. Prior to the conclusion of this term, CITY shall organize a meeting with WOOD to review the provisions contained in this Agreement, at which time any desired revisions shall be negotiated and an extension of this Agreement may be entered into. An extension of this Agreement with minimal revisions to terms and conditions may be permitted by mutual agreement in writing by the parties.

4. Scheduling and Priority

CITY is responsible for all CBCSC scheduling. WOOD shall not make scheduling commitments outside of the attached schedule (Exhibit A) without prior written consent of the Recreation Supervisor.

WOOD and CITY will not provide exact same programs such as swim lessons. Recreation Supervisor and Head Coach shall discuss and make sure programs are different such as WOOD's Learn to Swim and City's swim lessons; however, if WOOD and CITY mutually agree in writing, WOOD may provide programs in lieu of CITY.

On or about November 1st, WOOD shall be responsible for furnishing the CITY with the following:

- a preliminary swim meet schedule for the upcoming year

- Complete Coach's roster (staff)
- Coach's current United States Swimming cards
- Coach's current First Aid, CPR, and Lifeguard Training certificates
- WOOD Board roster

The CITY shall be responsible for organizing two scheduling meetings (November and February) between the CITY and WOOD. The City shall be responsible for informing WOOD of CBCSC scheduling, including any changes by the 1st of each month.

In scheduling the use of CBCSC, CITY, WOOD, and WOODLAND JOINT UNIFIED SCHOOL DISTRICT (herein referred to as "WJUSD"), shall have first priority (see Exhibit A). New events, such as additional programs, workouts and swim meets established by CITY or WOOD shall have priority thereafter. Next priority shall be use by other Woodland organizations, or individuals, including rentals, and lastly use by non-Woodland organizations or individuals.

While CITY shall make every effort to avoid scheduled disruptions of activities for repairs, it may be necessary for CITY to take actions up to and including the closure of CBCSC due to unforeseen maintenance, mechanical or safety problems. CITY shall not be held financially liable for any costs that may be incurred by WOOD during such closures so that WOOD may operate as usual (i.e. cancelled workouts or meets).

5. Subletting

WOOD shall not have the right to permit the use or subletting of CBCSC or CITY equipment by any other organization or individual. All requests for pool or equipment use shall be referred to the Recreation Supervisor. With the prior written approval of the Recreation Supervisor, which shall not be unreasonably withheld, WOOD will be allowed to share its scheduled pool use time with interested third parties. The fees to be paid by the third parties for shared use of the pool shall be determined by CITY, the fees shall not reduce fees paid by WOOD, and CITY and WOOD shall split the fees paid for shared use.

6. Use by Third Parties and Associated Fees

CITY has the right to rent the CBCSC to other interested third parties, for times outside WOOD's scheduled use, as stipulated in Section #4. The fees associated with such rental shall be made payable to CITY, and shall not reduce the fees paid by WOOD. Prior to the CITY authorizing a use by third parties that would conflict with WOOD's scheduled pool times, CITY shall obtain written consent from WOOD, which shall not be unreasonably withheld, for such use. CITY and WOOD will split the rental fees for any use by third parties that conflicts with WOOD's scheduled pool times.

7. Closing Procedures

- A. Space Heaters – WOOD shall be responsible for turning off the space heaters in the locker rooms prior to leaving the pools.
- B. Building Lights – WOOD shall be responsible for turning off the building lights prior to leaving the pools.
- C. Pool/Deck Lights – WOOD shall be responsible for utilizing the pool/deck lights during times of need for safety and turning lights off after use.
- D. Gates/Doors – WOOD shall be responsible for locking all gates and doors when leaving the pools. Locking is the joint responsibility of CITY and WOOD. A certified coach must be the last to leave and must completely lock the facility.
- E. Pool Covers – WOOD shall be responsible for covering the pool at the conclusion of each program, during a portion of the year. Unless an agreement or other arrangements have been made with the Recreation Supervisor, pool covers may be pulled over lane lines. WOOD shall be responsible for covering the pools beginning October 1st and ending April 1st. However, CITY encourages the use of pool covers beginning September 1st and ending April 30th depending on the weather. Please discuss this with Recreation Supervisor. Empty or full cover reels should be pushed back a minimum of eight (8) feet from pool when not in use.
- F. Litter – WOOD shall be responsible for maintaining litter pick-up in and around the grass area and deck of the CBCSC complex and the Auxiliary Building during times when no lifeguard is on duty.
- G. Deck Area – WOOD shall be responsible for removing all swim equipment (i.e., swim fins, goggles, kickboards, pull buoys, pace clocks, lane line wrenches) and returning it to their storage area at the end of each use of the pool. If borrowing CITY equipment, it shall be returned to CITY's storage area.
- H. Lane Lines at CBCSC – WOOD shall be responsible for removing lane lines, as required by Recreation Supervisor for program or maintenance purposes. Exceptions to this procedure must be approved in advance by the Recreation Supervisor. WOOD shall place lane lines on the deck no closure than eight (8) feet from the edge of the pool.
- I. During June, July and August, WOOD shall be responsible for changing the pool lane lines from long course to short course (middle section only) at 9:30 a.m. Monday through Friday at CBCSC.
- J. WOOD coach is responsible for the supervision of all members of WOOD until they have left the premises.
- K. WOOD will be billed by CITY for cost of CITY staff time including overtime costs required to complete the any of the above noted Closing Procedures that are not completed by WOOD (refer to Exhibit D for billing rates)

8. Storage at CBCSC

CITY reserves the use of the mechanical room, lifeguard office, and maintenance office. WOOD shall not use these areas for storage.

At CBCSC, WOOD reserves the use of office space (Room 102A), equipment closet (Room 100) and the hospitality room (Room 102) in the Auxiliary Building, designated deck areas, and if replaced WOOD's shed near wading pool for WOOD storage use only. WOOD has use of the cage near the tennis courts for team-owned storage. CITY shall have access to the above areas (pursuant to Section #18) for pest control and annual CITY safety inspections.

CITY will insure lane lines, pool covers and starting blocks are in good condition yearly and will purchase more as needed.

WOOD will store food in areas agreed upon with the Recreation Supervisor.

9. Use of Facilities at CBCSC

- A. Lifeguard Office – Only CITY employees and WOOD coaches have access to this office. While CBCSC is being used by WOOD, the doors to the office shall be locked at all times. No swimmers are allowed in this office. An extension to this may apply to scheduled swim meets at which time meet officials shall be allowed access to the office.
- B. Classroom – CITY has priority use of the classroom. WOOD may reserve the classroom through the Recreation Supervisor.
- C. Maintenance Office – CITY has sole use of the maintenance office.
- D. Snack Bar – WOOD has authorized use of the snack bar for each meet scheduled by WOOD. Other uses may be requested and must be approved by the Recreation Supervisor in writing. WOOD may enter snack bar for set up no earlier than 4:00 p.m. CITY will make snack bar ready for WOOD use. WOOD may request verbal approval in advance by Recreation Supervisor to enter for set up at an earlier time. Trash must be removed daily and taken to the dumpster. Failure to remove trash daily may result in a \$25.00 fee per incident. Snack bar must be cleaned after each use. Failure to clean the snack bar may result in a \$250.00 fee per incident and could result in not being able to use it in the future. CITY will contact WOOD if snack bar needs to be cleaned prior to cleaning it and charging the \$250 fee. WOOD shall have 72 hours to clean the snack bar unless additional time is agreed to by CITY. If snack bar is not cleaned, CITY will clean snack bar and charge WOOD \$250 fee.
- E. Snack Bar – When Summer Club Leagues contact CITY to rent CBCSC for a swim meet, WOOD shall have first right of refusal to operate the snack bar, and first right of refusal to select and provide food vendors. WOOD to inform CITY by April for Summer Champs and within 14 days prior to all other meets if they will

or will not operate snack bar and arrange food vendors. CITY shall inform the contracting Leagues accordingly.

- F. Health Department Permit: WOOD shall maintain, including paying the permit fee, a Health Department Permit to operate the snack bar. WOOD will provide a copy of the Health Department Permit to Recreation Supervisor by May 1 of each year. The snack bar will not be operated without a permit.
- G. Mechanical Room – WOOD shall not have access to the heater controls or any other mechanical equipment located inside this room. This room may not be utilized by WOOD for electrical power, as a source of water, or storage space.
- H. Board Room – WOOD shall have priority use of the Board Room. This room is to be clean and free of clutter at all times (i.e. nothing is to be stored on the floor or in walkways and all items on shelves shall not extend beyond shelf).
- I. Coach's Office – WOOD shall have sole use.

Requests for exceptions shall follow the same process described in Section #4.

Canopy structures and scoreboard hangers belonging to WOOD may be used by CITY or third parties only after approval by WOOD of a prior written request for such use.

Wood shall not permanently affix any object to CITY property without first obtaining written approval from the Recreation Supervisor. We discourage the use of tape and staples. If additional enclosed bulletin boards are needed, please discuss with make formal request to Recreation Supervisor for consideration. Flyers may be placed in plexi-glass containers around pool.

10. Parking at CBCSC

No one will be permitted to park in the fire lane; the exception is for the temporary loading and unloading of equipment and supplies. WOOD is excluded from parking in CITY staff areas during swim meets.

11. Pool Temperature

CITY is responsible for maintaining pool temperature at or near 78 - 82° as measured by CITY equipment; however the temperature cannot be guaranteed. During swim meets, CITY will make the best possible effort to keep pool temperature between 78° - 80°, however CITY cannot guarantee that swimming conditions will be at an exact temperature for meets.

12. Pool Maintenance

CITY has sole responsibility for all maintenance functions of CBCSC. CITY is responsible for maintaining the cleanliness and mechanical functioning of pool equipment, the locker rooms, outside bathrooms, deck area, landscape, Auxiliary Building, and the pool water balance, within annual budget parameters.

CITY is responsible for the purchase of lane lines, pool covers and starting blocks. CITY will repair lane lines; if damage is done by WOOD, repair costs will be the responsibility of WOOD.

WOOD is responsible for the purchase of back stroke flags and poles, kickboards, pace clocks, swim fins, pull buoys, BBQs and any other specialized equipment necessary for their program. BBQs will be kept clean of grease, deck stains, etc. BBQ is to be returned to team storage area within 48 hours of use. BBQs that are not in working order need to be removed from the property.

13. Chain of Command

A. WOOD Concern: In the event a concern shall arise, WOOD shall utilize the following chain of command in an attempt to resolve issues (Exhibit B):

1. Recreation Supervisor
2. Recreation Manager

B. CITY Concern: In the event a concern shall arise, CITY shall utilize the following chain of command in an attempt to resolve issues (Exhibit C):

1. Head Coach
2. WOOD President
3. WOOD Board

14. Emergency Notification

After 4:00 p.m. weekdays, anytime on weekends or CITY observed holidays, WOOD shall contact Yolo County Communications at (530) 666-8920 for any maintenance functions, unless other arrangements have been made with the Recreation Supervisor, Pool Technician or other CITY employee. During the same period CITY shall contact WOOD Coach for emergency notification purposes involving WOOD. If WOOD Coach, WOOD President and WOOD Vice-President are unavailable, CITY shall handle the emergency as appropriately as possible.

15. Keys and Locks

Keys to the pools are checked out by the Pool Technician and no duplication of keys is allowed, with the following exception: rekeying or changing of locks on WOOD areas by WOOD is permissible with prior written notice. CITY shall be admitted to the CBCSC WOOD areas for access for pest control, and CITY safety inspection by arrangement, whenever deemed necessary by City.

16. Insurance

WOOD, at its own cost and expense, shall maintain during the term of this Agreement a liability insurance policy issued by a reputable insurance company acceptable to CITY, in an amount of not less than \$1,000,000 per occurrence for

bodily injury, personal injury and property damage insuring against all loss, damage or liability arising out of, relating to, or in connection with the use of the CBCSC by WOOD naming CITY as additional insured. WOOD shall provide to CITY a certified copy of such policy with Endorsement listing thirty (30) days prior to cancellation, expiration or change in coverage of such policy.

17. Indemnification

WOOD shall indemnify, hold harmless, and defend CITY, its representatives, officers, agents, employees, and volunteers from and against all liability, claims, losses, demands or actions, including without limitation court costs and reasonable attorney's fees, for injury to, or death of a person or persons, or damage to property, arising out of, alleged to arise out of or in consequence of WOOD's use of the CBCSC or WOOD's acts or omissions pursuant to this Agreement, including the duty of WOOD to supervise as described in Section #18 below, except to the extent that such injury, death or damage to property is caused by negligence or willful misconduct of CITY, its representatives, officers, agents, employees and volunteers.

WOOD shall provide City written documentation on all incidents, accidents, or injuries that occur during WOOD's usage of CBCSC.

WOOD Coach Staff will annually provide current written verification of Certification from the United States Swimming Inc. (USS).

18. Supervision

It is understood and agreed that all activities at CITY's CBCSC sponsored by WOOD shall be appropriately supervised by WOOD, in accordance with United States Swimming Inc. (USS) guidelines. WOOD shall be responsible for said areas during their period of use and will bear the cost of all necessary supervision during said period. Children who are not participating in swim practice shall be supervised at all times.

During their scheduled use periods, pursuant to Section #1 and Section #4, WOOD shall be responsible for supervision of the locker areas, and will be sure office is locked during WOOD's scheduled use of time. CITY shall lock office at CBCSC during and after CITY's scheduled use.

19. Swim Meets at CBCSC

WOOD shall not set up for a swim meet more than twenty-four (24) hours in advance of the meet and shall remove shade structures within twenty-four (24) hours of meet conclusion.

During the school year, WOOD will be allowed to leave shade structures assembled on the deck whenever there are two back-to-back weekend meets, unless strong winds prohibit this due to safety and potential equipment damage. These structures

will be pulled back as far away from the pool as practical to facilitate pool maintenance. In all other circumstances, these structures will be disassembled and stored immediately following the meet. CITY maintenance staff may be unable to vacuum the pool at normal service levels during the above referenced period.

WOOD and CITY shall be responsible for maintaining litter pick-up in and around the grass area and deck of the CBCSC complex and the Auxiliary Building during and after swim meets. In addition, WOOD shall be responsible for the litter pick-up of the Auxiliary Building and snack bar area. Trash is to be disposed of in dumpsters. Failure to comply with this provision may result in a \$50 fee per incident. CITY will contact WOOD if trash is not properly disposed of prior to disposing of the trash and charging the \$50 fee. WOOD shall have 24 hours to remedy the situation unless additional time is agreed to by CITY. If the trash is not disposed of, CITY will dispose of the trash and charge WOOD \$50 fee.

CITY shall be responsible for scheduling 2 or 3 qualified lifeguards or other CITY staff required for WOOD's swim meets to supervise the water and conduct maintenance checks of the four restrooms. The lifeguards will be scheduled to report 15 minutes prior to the start of scheduled warm-ups. An overlap of 30 minutes during shift changes will be scheduled for the purpose of thoroughly cleaning the restrooms. At the end of each meet day, CITY shall schedule additional staff for the purpose of clean-up and preparation for the next day's activities.

CITY shall be responsible for maintaining the four restrooms and deck area at CBCSC in a safe and sanitary condition before, during, and after a swim meet.

WOOD is responsible for meeting all vendors at the pool for delivery of equipment or supplies that WOOD has ordered and will pay for. No persons shall be left on the deck unattended unless written permission (including email) is granted by Recreation Supervisor. Conversely, CITY is responsible for meeting vendors at the pool for equipment or supplies CITY has ordered. CITY shall not receive or sign for any items that are not for the direct purpose of CITY use.

According to the schedule provided by WOOD, pursuant to Section #4, CITY will remove, store and replace the low diving boards at CBCSC in conjunction with swim meets, Thursday after public swim.

20. Damage and Usage of CBCSC Wood Office, Meeting Room and Hospitality Room in the Auxiliary Building

WOOD shall be financially responsible for negligence that results in damage to these areas by WOOD or WOOD authorized user. WOOD shall also be responsible for WOOD Office phone line usage.

21. Breach of Conditions and Termination

Failure of either party to comply with any provision of this Agreement shall be addressed in the following manner:

- A. Verbal notice, under the chain of command terms of Section #13, by one party to the other of the breach of condition, giving fourteen (14) calendar days to comply. The party in breach may develop and suggest a plan for compliance, which must be approved by the other party to extend this timeline for compliance.
- B. If condition still exists after A., the party in breach shall be sent a letter by the other party, under the notification terms in Section #22, and be given thirty (30) calendar days to correct the beach of condition.
- C. If condition still exists after A. and B., and the party in breach is WOOD, WOOD shall receive a letter from CITY notifying WOOD of the termination of the Agreement unless WOOD can correct the breach of condition within thirty (30) calendar days. If condition still exists after A. and B., and the party in breach is the CITY, City Manager shall receive a letter of concern from WOOD, asking for assistance to resolve the breach of condition.
- D. If either WOOD or CITY consistently fails to comply with its obligations under this Agreement, the other party has the right to terminate this Agreement.

The only exception to the time frames specified above would be an emergency health and safety issue which constitutes a breach of condition. In such case, either party shall require more immediate response and compliance from the other party.

22. Notification

All written notices that are required to be given by one party to the other under this Agreement shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

CITY: City of Woodland, Parks & Recreation Department
Recreation Manager
2001 East Street
Woodland, CA 95776
Phone: (530) 661-2008
Fax: (530) 666-7257
Hand Delivery to Same Address

WOOD: Woodland Swim Team
President
P. O. Box 763
Woodland, CA 95776
Phone: (530) 668-5956

23. Waiver

No failure or delay on the part of CITY or WOOD in the exercise of any power, right or privilege hereunder shall impair such power, right or privilege or be construed to be a waiver of a default or breach of acquiescence thereto, nor shall any single or partial exercise by CITY or WOOD or any such power, right or privilege preclude the exercise of other rights, powers or privileges.

Executed the day and year above written, by the parties as follows:

CITY OF WOODLAND

By: _____ Date: _____
Paul Navazio, City Manager

WOODLAND SWIM TEAM

By: _____ Date: _____
President

By: _____ Date: _____
Head Coach

USE AGREEMENT
between the
City of Woodland – Parks & Recreation Department
and the **Woodland Swim Team**

Training

Season	Days	Times	Location/Course	% of Pool
SUMMER	M-F	5:15 a.m. – 8:00 a.m.	CBCSC - LC & TP	100%
SUMMER	M-F	8:00 a.m. – 9:30 p.m.	CBCSC - SC	75 %
SUMMER	M-F	9:30 a.m. – 12:30 p.m.	CBCSC - SC	25%
SUMMER	M-F	4:00 p.m. – 7:00 p.m.	CBCSC - SC	50%
SUMMER	M-F	7:00 p.m. – 8:30 p.m.	CBCSC - SC	25%
FALL, WINTER, SPRING*	M-F	5:15 a.m. – 7:45 a.m.	CBCSC – SC or LC	100%
FALL & WINTER	M-F	3:00 p.m. – 5:30 p.m.	CBCSC – SC or LC	100%
FALL & WINTER	M-F	5:30 p.m. – 7:00 p.m.	CBCSC – SC or LC	**
SPRING	M-F	3:00 p.m. – 7:00 p.m.	CBCSC – SC or LC	50%*
ALL YEAR***	Sa	6:00 a.m. – 10:00 a.m.	CBCSC – SC or LC	100%
July	Sa	None		

Training Pool = TP

Long Course = LC

Short Course = SC

Scheduling Notes:

*February, March, April, May - WOOD will shares usage of CBCSC with WJUSD's two teams.

** (a) From 5:30 pm. to 6:00 p.m. City to have 6 short course lanes (b) from 6:00 p.m. to 7:00 p.m. CITY and WOOD to each have 50% of pool (c) CITY and WOOD will work cooperatively with each other in allocating additional water to WOOD if WOOD swim team reaches 125 swimmers or more.

***Saturdays - WOOD shall have the right to user CBCSC for workouts on Saturday morning throughout the year except for during July.

The days the pool is not available for practice include the following:

1. During Recreation meet rentals (typically 2-3 in late July).
2. During high school season, the high school championship meet (typically the last Saturday in April)
3. During unscheduled maintenance or programming as deemed by CITY staff. CITY staff shall provide ample notification time to WOOD staff and participants to make appropriate changes to their schedules.

Meets

Late May	Long Course Age Group Open (500 swimmers)
Middle July	Long Course B – A + or SN Championship (750 swimmers)
Early December	Short Course B – A+ (650 swimmers)

USE AGREEMENT
between the
City of Woodland
and the **Woodland Swim Team**

CITY Chain of Command

In the event a concern shall arise, WOOD shall utilize the following chain of command in an attempt to resolve the issue at the lowest possible level:

1. Brad Petersen, Recreation Supervisor
Parks & Recreation Department

Work: (530) 661-2004

2. Christine Engel
Recreation Manager

Work: (530) 661-2008

USE AGREEMENT
between the
City of Woodland
and the **Woodland Swim Team**

WOOD Chain of Command

In the event a concern shall arise, CITY shall utilize the following chain of command in an attempt to resolve the issue at the lowest possible level. WOOD shall furnish CITY with a copy of the Board and Head Coach Roster (including telephone numbers) each year after Board elections are completed at the November 1st meeting between CITY and WOOD.

1. Head Coach

Cell: (530) 219-8874

2. WOOD President

Work: (916) 924-6895 Cell: (530) 867-2562

3. Any Officer of the Board of Directors
(President, Vice-President, Treasurer, Secretary)

Work: (916) 924-6895 Cell: (530) 867-2562

4. Coach's Roster: provide updated list with proof of USS affiliation and proof of CPR each year by November 1st.

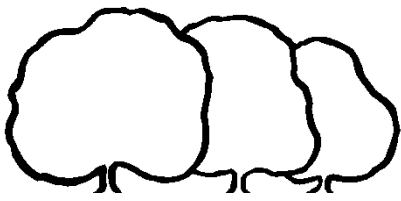
USE AGREEMENT
between the
City of Woodland
and the **Woodland Swim Team**

2012 Parks & Recreation Department
Labor and Benefit Fees

HOURLY RATES*

CLASSIFICATION	SALARY	SALARY
		W/OVERHEAD & BENEFITS*
Administrative Clerk II	\$ 16.08	\$ 47.20
Administrative Clerk III	\$ 17.75	\$ 52.08
Administrative Secretary	\$ 20.59	\$ 60.42
Recreation Supervisor	\$ 23.88	\$ 70.09
Park Supervisor	\$ 25.71	\$ 75.45
Park Maintenance Technician	\$ 22.73	\$ 66.72
Park Maintenance Worker I	\$ 17.32	\$ 50.81
Park Maintenance Worker II	\$ 19.12	\$ 56.11
Park Maintenance Worker III	\$ 21.10	\$ 61.93
Pool Facilities Technician	\$ 22.73	\$ 66.72
Other Staff as Assigned*		

*Note: during the course of this contract as wages and benefit costs increase, the CITY reserves the right to invoice WOOD at the CITY's current cost of hourly rates and benefit costs for staff time.



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Consideration of Support Position on Pending Legislation –
SB 214 (Wolk) Infrastructure Financing Districts;
AB 2144 (Perez) Infrastructure and Revitalization Financing Districts;
SB 1156 (Steinberg) Sustainable Communities Investment Authority

Recommendation for Action

Staff recommends that the City Council authorize the Mayor to sign and transmit to the Governor letters of support for SB 214 (Wolk), AB 2144 (Perez) and SB 1156 (Steinberg), all of which were passed by the Legislature and would restore some level of limited tax-increment financing authority to local governments, in consideration of the loss of Redevelopment authority to promote economic development, infrastructure investments, address blight, and support affordable housing.

Council Goal

- Economic Development / Job Creation
- Strengthen Downtown
- Infrastructure

Fiscal Impact

There is no direct fiscal impact of the recommendations contained in this report. The legislation being considered by the Governor would provide some level of limited tax-increment financing authority to cities, and thus represent potential tools in support of several key City Council goals. Taken individually, or together, these tools would nonetheless fall far short of providing local government with the financial resources previously available through local Redevelopment Agencies.

Background

When appropriately used, redevelopment provided a financing mechanism for a variety of community development activities, including infill development, infrastructure development,

economic development, and brownfield cleanup. Tax increment also provided a source of funding for affordable housing production and rehabilitation.

Because of the dissolution of redevelopment agencies, attention has been focused – in both the Legislature and in local communities – on exploring what tools can be made available to local governments to replace the significant value once provided by redevelopment tax-increment authority.

At the end of this past legislative session, three bills were passed by the Legislature which seek to restore some limited level of local government tax-increment authority in support of infrastructure investments, infill development, and affordable housing. This agenda item seeks City Council consideration of the recommended “support” positions for the following bills, currently awaiting signature or veto from the Governor:

SB 214 (Wolk) *Infrastructure Financing Districts*;

AB 2144 (Perez) *Infrastructure and Revitalization Financing Districts*;

SB 1156 (Steinberg) *Sustainable Communities Investment Authority*

Discussion

The following is a brief summary of each of the bills, subject of this staff report recommendation:

SB 214 (Wolk) *Infrastructure Financing Districts*:

http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_0201-0250/sb_214_bill_20120905_enrolled.pdf

- Amends existing Infrastructure Financing Districts Law and facilitates local agencies ability to use IFD’s to fund public projects without impacting school funding or the state’s general fund.
- Cities and counties can create IFD’s and issue bonds to fund community-scale public works, highway, transit, water and sewer utility, flood control, solid waste facilities, libraries and parks. Bonds are repaid through property tax-increment revenues diverted from other taxing entities (other than schools) for up to 30 years.
- Makes IFD’s a much more viable financing tool by eliminating the existing 2/3 vote requirement for formation of IFD’s and issuance of bond financing.
- Extends the term of IFD bonds from 30 years to 40 years.
- Promoted transparency and accountability by requiring IFD’s to annually report expenditures to its affected taxing entities and property owners.

Senate Vote:	Yes 22	No 15	Abstention 3
Assembly Vote:	Yes 47	No 29	Abstention 12

Positions:

League of California Cities – SUPPORT

Sacramento Council of Governments (SACOG) - SUPPORT

AB 2144 (Perez) *Infrastructure and Revitalization Financing Districts*;

http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_2101-2150/ab_2144_bill_20120831_enrolled.pdf

- Amends existing Infrastructure Financing Districts Law and facilitates the formation and broadens the purpose of “Infrastructure and Revitalization Financing Districts” – formerly referred to as IFD’s.
- Reduces the voter threshold requirement for establishing a district and for issuing bonds from 2/3 to 55%.
- Broadens the types of projects that IFRD’s may finance, to include housing, purchase of land for economic development, acquisition, construction or repair of industrial structures to facilitate economic development.
- Extends the term of IFD bonds from 30 years to 40 years.

Senate Vote:	Yes 23	No 12	Abstention 5
Assembly Vote:	Yes 53	No 27	Abstention 0

Positions:

League of California Cities – No Position / Watch

Sacramento Council of Governments (SACOG) - SUPPORT

SB 1156 (Steinberg) *Sustainable Communities Investment Authority*

http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1151-1200/sb_1156_bill_20120831_enrolled.pdf

- Authorizes local communities to create Sustainable Communities Investment Authorities to help develop transit priority areas, clean manufacturing districts and small walkable communities.
- Limited tax-increment financing authority would be available to support projects that create jobs, affordable housing and create sustainable economic development, without impacting school funding or the state general fund.
- Provides incentives for cities, counties and special districts to collaborate in the creation and administration of Authorities, and requires all participating agencies to adopt a jobs plan that incentivizes creation of good jobs for disadvantaged segments of the labor pool.
- Authorities would be required to spend 20% of all resources on the creation of affordable housing for low and moderate income families, and grants Authorities with all the powers, duties and obligations that former redevelopment agencies possessed under the Community Redevelopment Law.
- Requires 5 year audits under the guidelines established by the State Controller.
- Authorities would be managed by an independent citizen governing body.

Senate Vote:	Yes 21	No 14	Abstention 5
Assembly Vote:	Yes 50	No 27	Abstention 3

Positions:

League of California Cities – No Position / Concerns

Sacramento Council of Governments (SACOG) - SUPPORT

Alternative Courses of Action (optional)

The City Council has a range of options in considering action on this item:

1. Authorize the Mayor to sign and transmit to the Governor letters of support for SB 214 (Wolk), AB 2144 (Perez) and SB 1156 (Steinberg) (*Staff Recommendation*)
2. Alternative recommendation – Authorize a “Support” position on SB214 (Wolk), but take no action on the other two bills; consistent with the position of the League of California Cities
3. Alternative recommendation - Take no action on the recommendation included in this report

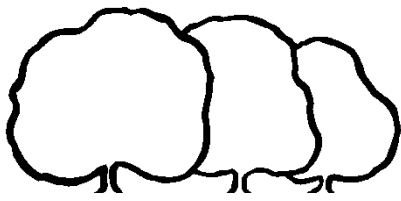
Conclusion

Staff recommends that the City Council authorize the Mayor to transmit letters to the Governor urging support for SB 214 (Wolk)), AB 2144 (Perez) and SB 1156 (Steinberg). Each of these bills would restore some level of limited tax-increment financing authority to local governments, in consideration of the loss of Redevelopment authority to promote economic development, infrastructure investments, address blight, and support affordable housing.

Of the three bills, SB 214 represents the most useful and flexible tool established by the legislature to restore limited tax-increment financing for needed economic development and infrastructure projects. The other bills provide additional, albeit limited, tools with less flexibility than SB 214, but nonetheless represent additional options available to local governments, which could prove useful in specific circumstances.

Paul Navazio
City Manager

Attachments



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Public Works Quarterly Status Report for the period of June 2012
through August 2012

Recommendation for Action

Staff recommends that the City Council accept the Public Works Department Quarterly Status Report Summary for June 2012 through August 2012.

Background

The Public Works Department Quarterly Status Report includes a summary of the activity of all divisions within the Department. In lieu of providing comprehensive monthly status reports to the City Council via the Agenda packet, the City Council will now be receiving Summary Reports on a quarterly basis. Monthly updates may still be provided to the Council on a regular basis, outside of the Council Agenda process.

In addition, staff is working on streamlining the status reports as well as making this information more accessible to the public through the City website.

Paul Navazio
City Manager

Attachment



Public Works Department.
Quarterly Status Report
June through August 2012

For the Months of Jun-Aug 2012		
Division	Service Requests	Work Orders
Administration	1,622	-
Electrical	99	239
Environmental Services*	-	107
Facilities	145	181
Fleet**	-	549
Parks	45	351
Pretreatment*	-	207
Sewer	43	233
Signs & Markings	21	244
Storm Drain	10	304
Streets	64	144
Urban Forestry	149	175
WPCF***	-	-
Water	1,197	544
Grand Total	3,395	3,278

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.

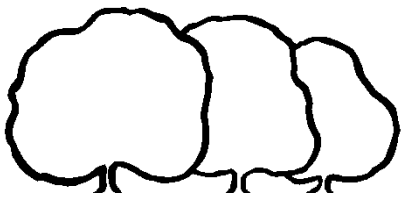
Total for Calendar Year 2012 Through 8/31/2012	
Service Requests 9,070	Work Orders 8,128

62 Working Days This Quarter = **55 Requests for Service per Day**

*Capturing Service Request data is currently in the process of being developed.

**Fleet Services track their work orders on a separate system called Faster.

***WPCF is in the process of installing MP2, a maintenance management software that will track work orders similar to the way we track work orders in Cityworks. Information should be available for the quarterly report beginning October 2012.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Treasurer's Investment Report Quarter Ending June 30, 2012

Recommendation for Action

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2012.

Fiscal Impact

There is no impact on the City funds in association with the information contained herein. This report is for informational purposes only.

Background

The City manages its investment portfolio in accordance with the guidelines established by the Council via the adopted investment policy. The City primarily invests in the Local Agency Investment Fund (LAIF) and federal agency obligations because these are generally considered low risk investments. The City's securities are held in custodial care by U.S. Bank N.A., Custody Treasury Division, located in Minneapolis, MN and administered by its Sacramento office. U.S. Bank N.A. provides monthly statements to the City of Woodland. The source of valuations for the securities is marked to market by U.S. Bank N.A.

Each quarter staff is required to provide the City Council with a report from the City Treasurer on the status of investments. The purpose of this report is to provide the Council with information regarding liquidity, monthly cash flow and expected cash disbursements.

Discussion

The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending June 2012 was 0.36%. The average yield on the City of Woodland's investments as of June 30, 2012 was 3.40%. This higher yield was attained through financial planning enabling the City to lock in very

safe investments to higher yields than are currently available on the open market. This higher yield places a premium on the City's investments which is evidenced by its quarter ending market value of \$5,096,170 which is \$96,170 higher than the City's cost of \$5,000,000.

The prudent investment policies of the City of Woodland have insulated its investments well in the face of such turbulent and uncertain economic times. In determining placements of investments, safety is the number one priority which is followed by liquidity and finally yield on investments.

The City of Woodland does not have any holdings in the riskier Corporate notes which have historically yielded only slightly higher yields as compared to our Agency Investments which have the backing of the Federal Government. Unlike many other government agencies that have had to write off significant portions of their investments in Corporate notes, the City of Woodland has not had to write off any investments. Due to the very low interest rate environment, longer-term investment options (up to or greater than 18 months) have been limited and are often expected to yield less than the LAIF rate.

The attached reports provide a summary of the City's current investments and include the investment interest rates as they have matured and current rates for new investments. All activities comply with the existing Investment Policy approved by City Council. Additionally, a report entitled "Cash with Fiscal Agent" is included which lists the most recent information available regarding investments for the assessment districts/bond reserve fund dollars. The source of this information is monthly reports from the various district/bond Trustees.

Conclusion

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2012.

Prepared by: Adam Devlin
Accountant

Reviewed by: Kimberly McKinney
Finance Officer/Treasurer

Paul Navazio
City Manager

Attachment

**CITY OF WOODLAND
INVESTMENT REPORT**

June-12

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	47,193,424.70	90.4%
TRANS bond proceeds	0.00	0.0%
FHLB Bonds	0.00	0.0%
FFCP Bonds	5,000,000.00	9.6%
FNMA	0.00	0.0%
Freddie Mac	0.00	0.0%
TOTAL	52,193,424.70	100.0%

PORTFOLIO

	Interest	Amount
LAIF		47,193,424.70
TRANS bond proceeds		0.00
SUBTOTAL		47,193,424.70

	Maturity Date	Interest	Call Date	PAR Amount	Purchase Price	Current M.
Federal Farm Credit	2/7/2013	3.40		5,000,000	5,002,361	5,096,
				<u>5,000,000</u>		<u>5,096,</u>
Total Investments				<u>5,000,000.00</u>		<u>5,096,</u>
Total of LAIF Funds & Investments Detail				<u>52,193,424.70</u>		
Check Total (Should be zero)						

**CITY OF WOODLAND
INVESTMENT REPORT**

CASH ACCOUNTS as of 6/30/12

Bank Accounts with U.S. Bank	\$5,214,463.90
Petty Cash	\$3,290.00
Cash with Fiscal Agent	\$8,280,702.74

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	\$106,750.00
Prior Quarters Interest Earned - LAIF	\$119,352.79
Total Interest Received	<u>\$226,102.79</u>
Interest Received from April 1, 2012 to June 30, 2012	\$32,405.30
Total Fiscal Year-to-Date Interest Received	<u>\$258,508.09</u>

The interest received does not always represent the interest earned. LAIF records interest on a quarterly basis but does not report it until the 15th of the month following the end of the quarter. The interest received on Treasury Notes is received every six months either on the 15th or the last day of the month. Bond interest is posted every six months to the date of settlement.

**CITY OF WOODLAND
ACTIVITY REPORT**

DATE	DESCRIPTION	DEBIT	CREDIT	DEBITS
LAIF	TREASURER			
04/01/12	Month Beginning Balance			34,661,019.40
04/02/12	Deposit into LAIF	4,000,000.00		38,661,019.40
04/13/12	Quarterly Interest	32,405.30		38,693,424.70
02/06/12	Deposit into LAIF	11,000,000.00		49,693,424.70
02/10/12	Withdrew fr LAIF		2,500,000.00	47,193,424.70
				47,193,424.70

TRANS bond proceeds in Guaranteed Investment Contract

0.00

Bonds and Other Investments

01/01/12	BEGINNING BALANCE		5,000,000.00
03/31/12	Month End Balance		5,000,000.00

END OF MONTH TOTAL DEBITS

52,193,424.70

Check Total (Should be Zero)

-

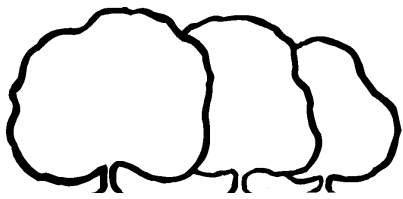
Transactions w/LAIF	4
Purchase of New Bonds	0
Bonds Called	0
Purchase of New CD	0
CD Matured	0
Bonds Sold	0
Bonds Matured	0

CITY OF WOODLAND
CITY TREASURER
GOVERNMENT-BACKED AGENCIES
MATURITIES BY DATE 6/30/2012

Feb-13					
2/7/2013	FFCB	FFCB @ 3.40%		5,000,000.00	3.40 YTM
			TOTAL	5,000,000.00	

All Investments Total	5,000,000.00
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Check Difference (Should be zero)	-
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City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Appointment of Members to Planning Commission and Board of
Building Appeals

Recommendation for Action

Staff recommends that the City Council appoint members to the Planning Commission and Board of Building Appeals.

Discussion

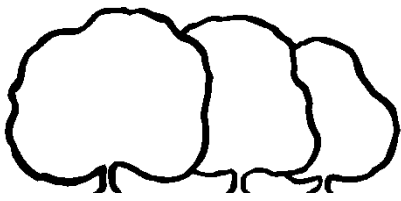
On June 29, 2012, Council Members Davies and Stallard interviewed applicants to fill vacant positions on the Planning Commission and Board of Building Appeals.

The Council is asked to consider appointment of one member to the Planning Commission and one to the Board of Building Appeals as recommended by Council Members Davies and Stallard.

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio
City Manager

Attachment: Applications (Council Only)



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Purchasing Ordinance – Introduction of Ordinance No. ____, “An Ordinance of the City Council of the City of Woodland Amending Chapter 17B of the Woodland Municipal Code Relating to City Purchasing Procedures”

Recommendation for Action

Staff recommends that the City Council introduce, and read by title only, Ordinance No. ____, “An Ordinance of the City Council of the City of Woodland Amending Chapter 17B of the Woodland Municipal Code Relating to City Purchasing Procedures.”

Fiscal Impact

There is no fiscal impact related to adoption of the Ordinance relating to City Purchasing Procedures.

Background

The last major update to the Purchasing Ordinance was done in early 2007 in conjunction with the adoption of the Uniform Public Construction Cost Accounting Act (UPCCA). Since that time, the only modification to the City Code related to purchasing was done in July 2011 when we adjusted our informal bid limit on Public Works construction contracts to be consistent with that recommended by the California State Controller.

In early 2009, City staff began discussions with our City Attorney to prepare a new purchasing ordinance that will hopefully be clearer and easier to use than the one adopted in 2007. Unfortunately, due to staffing changes and shifting responsibilities, that draft was never comprehensively reviewed and moved forward for Council action.

Additionally, in October 2011, AB 720 provided a change to the lower tier limit allowed for Public Works construction projects. Our City Code has not yet been modified to incorporate this change so it is included in the proposed ordinance.

Discussion

When the Purchasing Ordinance was updated in 2007, very clear direction was included for Public Works projects as defined by the Public Contract Code. The guidance includes bid thresholds that trigger informal bidding procedures and formal bidding procedures as well as the lower limit that allows for small contracts. The requirements for each type of bidding are very specific.

The current ordinance provides the following bidding limits for Public Works projects:

1. Under \$30,000 (discretionary) – bids are obtained according to the Purchasing Policy; awarded by a Department Director, and can be awarded on the basis of best value.
2. Over \$30,000 and up to \$175,000 (Informal Bid) – use Informal Bid process to advertise and award construction contracts; Department Director authorizes bidding, Purchasing Officer awards construction contract. City Council may award if bids exceed \$175,000 and are less than \$187,500 by a 4/5 vote. Award is to the lowest responsive, responsible bidder.
3. Over \$175,000 (Formal Bid) – use Formal Bid process to advertise and award construction contracts; bid authorization and award is done by the City Council. Award is to the lowest responsive, responsible bidder.

The proposed Ordinance increases the discretionary limit from \$30,000 to \$45,000 which is consistent with AB 720 approved in October 2011. There are no other changes within the proposed Ordinance relating to Public Works projects. We will continue to operate under the guidelines prescribed by the Uniform Public Construction Cost Accounting Act.

The 2007 Purchasing Ordinance was less clear on the requirements for procurement of Maintenance and General Services; Professional Services; and Materials, Supplies and Equipment contracts. Although limits and processes were established for discretionary, informal bidding, and formal bidding, the Ordinance was not specific on who had authority to award specific types of contracts and at what dollar thresholds. This ambiguity has created confusion among staff and elected officials, and inconsistencies in its application.

In an effort to bring greater internal control, appropriate and prudent bidding procedures and additional fiscal scrutiny to all City procurement, the proposed Ordinance is very clear in dictating the appropriate procedure and authority for the different types of procurement needs. For Maintenance and General Services; Professional Services; and Materials, Supplies and Equipment, the proposed Purchasing Ordinance requires:

1. All Purchasing Greater than \$50,000 – Non-Public Project Formal Bidding Procedures and award by the City Council;
2. Purchasing Between \$15,000 - \$50,000 – Non-Public Project Informal Bidding Procedures and award by the City Manager; and
3. Purchasing less than \$15,000 – Alternative Procedures and award by Department Director.

In addition, the Ordinance will require that any surplus supplies or equipment valued greater than \$50,000 be approved for disposal by the City Council.

Both formal and informal bidding procedures will include a notice inviting bids or requests for proposals, as appropriate. The advertising and notification process is slightly different between the formal and informal process, but both endeavor to adequately solicit bids/proposals from at least three (3) vendors or contractors. A summary of dollar thresholds that trigger the types of bidding and authority to award is included as Exhibit A.

Also contained within the proposed Ordinance is a section on Local Bidder Preference and Recycled Products Preference. The implementation of these sections will require specific policy language that is currently being drafted. An update to the City's Purchasing Policies is in the works and will include sections for each of these topics. The Purchasing Policies will serve as a companion to the proposed Ordinance and will include all the specific requirements for each type of bidding, clear definitions of terms and appropriate process and procedures.

Conclusion

Staff recommends that the City Council introduce, and read by title only, Ordinance No. ____, "An Ordinance of the City Council of the City of Woodland Amending Chapter 17B of the Woodland Municipal Code Relating to City Purchasing Procedures."

Prepared by: Lynn Johnson
Sr. Management Analyst

Paul Navazio
City Manager

Exhibit A – Summary of Bidding Requirements and Contract Authority
Revised Purchasing Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING CHAPTER 17B OF THE WOODLAND MUNICIPAL CODE RELATING
TO CITY PURCHASING PROCEDURES**

The City Council of the City of Woodland, California, does hereby ordain as follows:

Section 1. Purpose. The purpose of this ordinance is to amend Chapter 17B of the Woodland Municipal Code related to the City's purchasing procedures.

Section 2. Authority. The City Council enacts this ordinance under the authority granted to cities by Article XI, Section 7 of the California Constitution.

Section 3. Amendment. Chapter 17B is hereby amended to read in full as follows:

**CHAPTER 17B
PURCHASING SYSTEM**

- 17B-010 Definitions.**
- 17B-020 Centralized purchasing division and purchasing system.**
- 17B-030 Purchasing Officer.**
- 17B-040 General purchasing regulations, policies and procedures.**
- 17B-050 Bidding requirements - public projects.**
- 17B-060 Bidding requirements - maintenance and general services.**
- 17B-070 Bidding requirements - professional services.**
- 17B-080 Bidding requirements - materials, supplies and equipment.**
- 17B-090 Public projects - formal bidding procedure.**
- 17B-100 Public projects - informal bidding procedure.**
- 17B-110 Non-public projects - formal bidding procedure.**
- 17B-120 Non-public projects - informal bidding procedure.**
- 17B-130 Exceptions to competitive bidding - public projects.**
- 17B-140 Exceptions to competitive bidding - non-public projects.**
- 17B-150 Surplus supplies and equipment.**

17B-010. Definitions.

Unless otherwise indicated, the following definitions shall apply to all provisions of this Chapter:

(a) "Act" means the Uniform Public Construction Cost Accounting Act found at California Public Contract Code, Section 22000 et seq.

(b) “Alternative procedure” means purchasing materials, supplies, services (professional, consulting, public works, maintenance and other general services) or equipment by negotiated contract, purchase order or any other procedure outlined in the City’s purchasing policies and procedures manual approved by the City Manager and consistent with this Chapter. A type of alternative procedure may include, but is not limited to, what will be referred to as a “simplified pricing procedure” wherein the authorized contracting party, or his or her designee, obtains oral price quotes from one or more potential contractors or suppliers, and accepts the quote which is determined to be in the best interests of the City.

(c) “Authorized contracting party” means the City official or body provided with authority under this Chapter to approve or award a contract or to make a purchase, as well as to reject all bids when appropriate. Unless otherwise stated, the party authorized to approve or award a contract or to make a purchase shall have the authority to execute the associated purchase order, contract and/or agreement.

(d) “City Engineer” means either the City Engineer or the person delegated by the City Engineer to perform all or some of the duties prescribed in this Chapter.

(e) “City Manager” means the City Manager or person designated by the City Manager to perform all or some of the duties prescribed in this Chapter.

(f) “Commission” means the California Uniform Construction Cost Accounting Commission created by Division 2, Part 3, Chapter 2, Article 2 of the California Public Contracts Code (commencing at Section 22010).

(g) “Emergency” for purposes of public projects shall have that meaning provided in California Public Contract Code Sections 22035 and 22050. Emergency for all other purchasing or contracting purposes means a situation which makes competitive bidding, either formal or informal, impractical or not in the best interests of the City.

(h) “Facility” means any plant, building, structure, ground facility, utility system (subject to the limitation found in California Public Contract Code Section 22002, subdivision (c)(3)), real property, streets and highways, or other public work improvement.

(i) “General Services” mean all services performed by persons not in a professional occupation, including, but not limited to, contract services for park, electrical and computer repair, building, facility and vehicle maintenance, recreation programs, and other similar services which are not typical of professional services.

(j) “Maintenance work” shall have that meaning provided in Section 22002(d) of the Act, as that Section may be amended from time to time. In addition and to the extent not inconsistent with Section 22002(d), maintenance work shall include, but shall not be limited to, the following:

(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.

(2) Minor repainting.

(3) Street and highway maintenance, including utility patching, skin patching, crack filling, filling of pot holes, slurry sealing, edge grading, street striping, resurfacing of streets and highways at less than one-inch, sign replacement, sidewalk repair and replacement, curb and gutter repair and replacement, and street and traffic light repair and replacement. Maintenance work shall not include striping of a new street or highway.

(4) Sewer maintenance, including foaming, video taping, cleaning and manhole restoration.

(5) Traffic signal maintenance. Maintenance work shall not include installation of new traffic signals.

(6) Storm drain related maintenance.

(7) Landscape maintenance, including mowing, watering, trimming, pruning, planting, tree and plant replacement, irrigation and sprinkler system servicing, retrofit and repair, and landscape rehabilitation.

(8) Maintenance of facilities, including roof repairs or replacements, heating and air conditioning repairs, and electric repairs.

(9) Vehicle and equipment maintenance and repairs.

(10) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants and electrical transmission lines of 230,000 volts and higher.

(k) "Public project" shall have that meaning provided in Section 22002(c) of the Act, as that Section may be amended from time to time. A public project shall not include maintenance work. In addition and to the extent not inconsistent with Section 22002(c), public project shall include, but shall not be limited to, the following:

(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility;

(2) Painting or repainting of any publicly owned, leased, or operated facility;
and

(3) In the case of a publicly owned utility system, public project shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

(l) "Professional services" means all services performed by persons in a professional occupation, including, but not limited to, consulting and performance services for accounting, auditing, computer hardware and software support, engineering, architectural, planning, environmental, redevelopment, financial, economic, personnel, social services, animal control, legal, management, cable television, communication and other similar professional functions

which may be necessary for the operation of the City.

(m) “Public project formal bidding procedure” means a procedure which meets the requirements of state and local law, including Section 22037 of the Act, this Chapter and any policies and procedures approved by the City Manager consistent with this Chapter.

(n) “Public project informal bidding procedure” means a procedure which meets the requirements of state and local law, including Section 22034 of the Act, this Chapter and any policies and procedures approved by the City Manager consistent with this Chapter.

(o) “Purchasing Officer” means the City Manager or his or her designee(s) as provided in Section 17B-030. Pursuant to Section 17B-030, the City Manager may change his or her designation at any time.

(p) “Woodland formal bidding procedure” means a procedure which meets the requirements of state and local law, including the Act, this Chapter and any policies and procedures approved by the City Manager consistent with this Chapter.

17B-020. Centralized purchasing division and purchasing system.

The purpose of this Chapter is to establish efficient procedures for the purchase of materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases. In addition, this Chapter and the purchasing system it establishes are designed to provide appropriate procedures to implement the City’s participation in the Uniform Public Construction Cost Accounting Act pursuant to California Public Contract Code, Section 22000 et seq.

A centralized purchasing division and purchasing system are hereby adopted and vested with the authority to govern the purchase of all City materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment.

17B-030. Purchasing Officer.

There is created the position of Purchasing Officer. The Purchasing Officer shall be the City Manager or his or her designee. The City Manager may change his or her designation at any time. The duties of the Purchasing Officer may be combined with those of any other City office or position. The Purchasing Officer may delegate the duties of that position to one or more subordinate employees with the consent of the City Manager, each of whom shall be under the Purchasing Officer's supervision.

The Purchasing Officer shall be the head, and have the general supervision of all purchasing functions of the City. The Purchasing Officer shall direct and supervise the City’s purchasing program. The Purchasing Officer shall endeavor to obtain full and open competition on all purchases to the extent possible. The Purchasing Officer shall establish methods and procedures for the efficient and economical functioning of the purchasing division.

Subject to the supervision of the City Manager (if the City Manager has delegated authority to act as Purchasing Officer), the Purchasing Officer shall have the authority to:

(a) *Purchase and Contract:* Purchase or contract for materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment required by the City.

(b) *Negotiate and Recommend:* Negotiate and recommend to the City Council execution of contracts for the purchase of materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment.

(c) *Purchasing Policies and Procedures Manual:* Prepare and implement policies and procedures governing the bidding, contracting, purchasing, storing, distribution and disposal of materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment for the City. To this end, the Purchasing Officer shall be responsible for developing and obtaining City Manager approval of a purchasing policies and procedures manual, which shall outline the policies and procedures necessary to implement the regulations of this Chapter 17B. Upon approval by the City Manager, the purchasing policies and procedures manual shall have the same force and effect as the provisions of this Chapter 17B.

(d) *Forms:* Prescribe and maintain such forms as may be reasonably necessary to the implementation of this Chapter and any other policies and procedures approved by the City Manager consistent with this Chapter.

(e) *Review Plans and Specifications:* Review, or provide for the review of, the working details, drawings, plans and specifications for any projects or purchases requiring such review in this Chapter.

(f) *Inspections and Testing:* Inspect, supervise or provide for the inspection and supervision of purchased materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment to ensure conformity with any specifications established or required by the City. The Purchasing Officer or his or her designee shall have authority to require appropriate testing of items delivered or samples to determine their quality and conformance with the specifications. Samples of items, when required, shall be furnished free of expense to the City and, if not destroyed by test, will be returned upon request at the bidder's expense.

(g) *Surplus Materials, Supplies and Equipment:* As provided for in Section 17B-150 below, transfer, sell, exchange or trade any materials, supplies, or equipment deemed to be surplus.

(h) *Bidder, Contractor and Vendor Lists and Catalogs:* Develop and maintain, or provide for the development and maintenance of, any bidder's list, contractor's list or vendor's list and catalog file necessary to the operation of this Chapter and any other policies and procedures approved by the City Manager consistent with this Chapter. Each City department may have its own lists or catalogs. If the Purchasing Officer delegates the obligation to develop and maintain any list to another City employee, the Purchasing Officer shall retain final

oversight authority and approval regarding how the list is developed and maintained.

17B-040. General purchasing regulations, policies and procedures.

(a) *Applicability of Chapter:* The purchasing regulations contained in this Chapter 17B shall apply to the purchase of materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment.

(b) *Basis of Awards:* The City shall secure materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment at the lowest total cost commensurate with the quality and scope needed, and subject to any limitations imposed by state or federal law. Notwithstanding the foregoing, although the City is not adopting the formal procedures outlined in Government Code Section 4525 et seq., the City shall secure professional services based upon demonstrated competence, professional qualifications and suitability for the project in general. The City may consider cost of professional services if the authorized contracting party determines it to be a relevant factor under the circumstances.

(c) *Purchasing Policies and Procedures Manual:* The Purchasing Officer shall develop, for approval by the City Manager (if the City Manager has delegated authority to act as the Purchasing Officer), such policies and procedures as are necessary to implement the provisions of this Chapter. The policies and procedures shall be written and implemented in such a way to encourage open and competitive bidding, where appropriate, provide equal opportunity based on merit, make each selection process free of invidious discrimination, provide for efficient and timely acquisition of needed materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment, and provide effective fiscal controls.

(d) *Competitive Bidding:* In purchasing, materials, supplies, services (professional, consulting, public works, maintenance and other general services) and equipment, the City shall make use of competitive bidding, both formal and informal, whenever required by law, this Chapter, or any policies and procedures approved by the City Manager consistent with this Chapter. Formal and informal competitive bidding is not required, for instance, when an “emergency” is declared pursuant to this Chapter.

(e) *Unencumbered Funds:* The Purchasing Officer shall not issue a purchase order for materials, supplies, services (professional, consulting, public works, maintenance and other general services) or equipment involving any project or purchase without an unencumbered appropriation in the fund account against which such purchase is to be charged except for the following: (1) in cases of emergency; (2) when specifically authorized by resolution or minute order of the City Council; (3) when the purchasing department acquires inventory for the warehouse that is not yet assigned to any department or fund; and (4) when using limited purchase orders, yearly purchase orders or blanket purchase orders, as those terms are defined in the purchasing policies and procedures manual.

(f) *Requisition Forms:* The department responsible for a purchase shall submit requests for materials, supplies, services (professional, consulting, public works, maintenance and other general services) or equipment to the Purchasing Officer by standard requisition forms, or by other means as may be established by the purchasing policies and procedures manual.

(g) *Applicable State and Federal Law:* The City shall comply with all applicable federal and state laws for the particular purchase at issue, including, but not limited to, bidder's security and bonding requirements, as well as prevailing wage requirements.

(h) *Delegation of Purchasing Officer Authority:* The Purchasing Officer, with approval of the City Manager, may provide written authorization to any department director to conduct a bidding process outside of the centralized purchasing system; provided, however, that such bidding process and the resulting contract or purchase shall otherwise comply with the requirements of this Chapter. The Purchasing Officer, with approval of the City Manager, may rescind such authorization in writing at any time and for any or no reason.

(i) *Purchase Orders; Contract and Agreement Forms:* The Purchasing Officer shall require all purchases for materials, supplies, services (professional, consulting, public works, maintenance and other general services) or equipment of more than one thousand dollars (\$1,000) to be made with an appropriate purchase order and on an appropriate contract or agreement, the form of which shall be approved by the City Attorney. The City Attorney shall not need to review and approve as to form each executed contract or agreement; provided a City model approved as to form by the City Attorney is used without substantive modification.

(j) *Unlawful Purchasing Activities and Conflicts:* The purchasing policies and procedures manual shall specifically prohibit practices which might result in unlawful activity, including, but not limited to, rebates, kickbacks, or other unlawful consideration, and shall specifically prohibit City officials, officers and employees from participating in the bidding or selection process when they have a relationship with a person or business entity seeking a contract under this Chapter 17B which would subject the officials, officers or employees to the prohibitions of Government Code Sections 1090 and 87100 et seq.

(k) *Records Retention:* Unless the City's record retention schedule or state law requires a longer period, the Purchasing Officer shall keep a written record of all bids for a period of two (2) years following the award of the purchase. If no purchase is awarded pursuant to a particular bid process, the Purchasing Officer shall still keep a written record of the bid information for a period of two (2) years following the City's decision not to award the purchase.

(l) *State or Federal Funding:* Any purchases made with state or federal funds shall comply with all laws, rules and regulations made applicable by the funding source.

(m) *Delegation of Department Director Authority:* Where indicated in this Chapter 17B, the department directors, with approval of the City Manager, may provide written authorization to any subordinate employees to exercise the director's purchasing authority; provided, however, that such delegation shall be pursuant to an authorized written signature authorization form/procedure approved by the Purchasing Officer, and the bidding process and the resulting contract or purchase shall otherwise comply with the requirements of this Chapter. The department directors, with approval of the City Manager, may rescind such delegation in writing at any time and for any or no reason.

17B-050. Bidding requirements - public projects.

(a) *\$45,000 or less:* Public projects of forty-five thousand dollars (\$45,000) or less

may be awarded by the director of the department responsible for the project, or his or her designee pursuant to Section 17B-040, by any alternative procedure.

(b) *\$45,001 - \$75,000:* Public projects of more than forty-five thousand dollars (\$45,000), but less than or equal to seventy-five thousand dollars (\$75,000) may, except as otherwise provided in this Chapter or the Act, be awarded by the Community Development Director or the Public Works Director pursuant to the public project informal bidding procedure.

(c) *\$75,001 - \$175,000:* Public projects of more than seventy-five thousand dollars (\$75,000), but less than or equal to one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in this chapter or the Act, be awarded by the City Manager pursuant to the public project informal bidding procedure. If all bids received are over one hundred seventy-five thousand dollars (\$175,000), the City Council may, with the approval of a four-fifths (4/5) vote of those members present and without following the public project formal bidding procedure, award the contract in an amount not exceeding one hundred eighty-seven thousand five hundred dollars (\$187,500) to the lowest responsive and responsible bidder, so long as the City Council also determines that the City's cost estimate for the project was reasonable.

(d) *More than \$175,000:* Public projects of more than one hundred seventy-five thousand dollars (\$175,000) shall, except as otherwise provided in this chapter or the Act, be awarded by the City Council pursuant to the public project formal bidding procedure.

(e) *City Engineer Review of Plans and Specifications:* The City Engineer shall review and approve the working details, drawings, plans and specifications prepared for every public project which may affect the design or operation of public improvements and which may bring into question the City's liability for dangerous conditions of public property.

(f) *City Council Review of Plans and Specifications:* The City Council shall review and approve the working details, drawings, plans and specifications prepared for every public project of more than one hundred seventy-five thousand dollars (\$175,000).

(g) *Award:* Contracts for public projects of forty-five thousand dollars (\$45,000) or less, if awarded, may be awarded in the best interests of the City. Contracts for public projects of more than forty-five thousand dollars (\$45,000), if awarded, shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the authorized contracting party may accept the one it chooses.

(h) *Dollar Limits and Change Orders or Amendments:* The dollar limits indicated herein shall apply to the original contract and to any amendments or change orders. To this end, therefore, unless an exception provided in Section 17B-130 below applies, any contract amendment or change order which would increase the contract amount above any threshold stated herein shall comply with the requirements applicable to the increased contract amount. For public projects awarded by the City Council, unless a lower or higher amount is stated in the City Council staff report for the project or directed by the City Council, the City Manager or his or her designees shall have authority to approve contract amendments or change orders up to twenty-five percent of the original contract amount.

(i) *No Bid Splitting:* The City shall not split a project, work, service or purchase into smaller projects, works, services or purchases for the purpose of avoiding any bidding or contracting requirements of this Code.

17B-060. Bidding requirements - maintenance and general services.

(a) *\$15,000 or less:* Maintenance work and other general services projects of fifteen thousand dollars (\$15,000) or less may be awarded by the director of the department responsible for the project, or his or her designee pursuant to Section 17B-040, by any alternative procedure.

(b) *\$15,001 - \$50,000:* Maintenance work and other general services projects of more than fifteen thousand dollars (\$15,000), but less than or equal to fifty thousand dollars (\$50,000) may, except as otherwise provided in this chapter or the Act, be awarded by the City Manager pursuant to the non-public project informal bidding procedure.

(c) *More than \$50,000:* Maintenance work and other general services projects of more than fifty thousand dollars (\$50,000), shall, except as otherwise provided in this chapter, be awarded by the City Council pursuant to the non-public project formal bidding procedure.

(d) *Purchasing Officer Review of Plans and Specifications:* The Purchasing Officer, or his or her designee, shall review and approve the form of the working details, drawings, plans and specifications prepared for every maintenance work and other general services project.

(e) *Award:* Contracts for maintenance work and other general services projects of fifty thousand dollars (\$50,000) or less, if awarded, may be awarded in the best interests of the City. Contracts for maintenance work and other general services projects of more than fifty thousand dollars (\$50,000), if awarded, shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the authorized contracting party may accept the one it chooses.

(f) *Subsequent Contract Awards, Amendments, Extensions or Renewals:* Notwithstanding anything herein to the contrary, the department director and City Manager shall not award a subsequent contract to the same individual or entity for the same or similar services on the same project, or amend, extend or renew such a contract, without obtaining the next highest approval authority (e.g., the City Manager for the department director and the City Council for the City Manager), when the award, amendment, extension or renewal will result in the City paying an aggregate amount in excess of the approval authority of the department director or City Manager to the individual or entity in any given fiscal year. For purposes of this section, the phrase "same project" shall include an on-call or as-needed contract.

(g) *Dollar Limits and Change Orders or Amendments:* The dollar limits indicated herein shall apply to the original contract and to any amendments or change orders. To this end, therefore, unless an exception provided in Section 17B-140 below applies, any contract amendment or change order which would increase the contract amount above any threshold stated herein shall comply with the requirements applicable to the increased contract amount. For maintenance and other general service projects awarded by the City Council, unless a lower or higher amount is stated in the City Council staff report for the project or directed by the City Council, the City Manager or his or her designees shall have authority to approve contract

amendments or change orders up to twenty-five percent of the original contract amount.

(h) *Five Year Term Limitation:* No maintenance work or other general services contract shall extend for a period of more than five (5) years, including any authorized extensions.

(i) *No Bid Splitting:* The City shall not split a project, work, service or purchase into smaller projects, works, services or purchases for the purpose of avoiding any bidding or contracting requirements of this Code.

17B-070. Bidding requirements - professional services.

(a) *\$15,000 or less:* Professional services contracts of fifteen thousand dollars (\$15,000) or less may be awarded by the director of the department responsible for the project, or his or her designee pursuant to Section 17B-040, by any alternative procedure.

(b) *\$15,001 - \$50,000:* Professional services contracts of more than fifteen thousand dollars (\$15,000), but less than or equal to fifty thousand dollars (\$50,000) may, except as otherwise provided in this chapter or the Act, be awarded by the City Manager pursuant to the non-public project informal bidding procedure.

(c) *More than \$50,000:* Professional services contracts of more than fifty thousand dollars (\$50,000) shall, except as otherwise provided in this chapter, be awarded by the City Council pursuant to the non-public project formal bidding procedure.

(d) *Purchasing Officer Review of Scope of Services:* The Purchasing Officer shall review and approve, or provide for the review and approval of, the scope of services prepared for every professional services contract.

(e) *Award:* Contracts for professional services shall be awarded to the contractor who will best serve the interests of the City, taking into account the demonstrated competence, professional qualifications and suitability for the project in general. The City may consider cost of professional services if the authorized contracting party determines it to be a relevant factor under the circumstances.

(f) *Subsequent Contract Awards, Amendments, Extensions or Renewals:* Notwithstanding anything herein to the contrary, the department director and City Manager shall not award a subsequent contract to the same individual or entity for the same or similar services, or amend, extend or renew such a contract, without obtaining the next highest approval authority (e.g., the City Manager for the department director and the City Council for the City Manager), when the award, amendment, extension or renewal will result in the City paying an aggregate amount in excess of the approval authority of the department director or City Manager to the individual or entity in any given fiscal year. For purposes of this section, the phrase "same project" shall include an on-call or as-needed contract.

(g) *Dollar Limits and Change Orders or Amendments:* The dollar limits indicated herein shall apply to the original contract and to any amendments or change orders. To this end, therefore, unless an exception provided in Section 17B-140 below applies, any contract

amendment or change order which would increase the contract amount above any threshold stated herein shall comply with the requirements applicable to the increased contract amount. For professional service agreements awarded by the City Council, unless a lower or higher amount is stated in the City Council staff report for the project or directed by the City Council, the City Manager or his or her designees shall have authority to approve contract amendments or change orders up to twenty-five percent of the original contract amount.

(h) *No Bid Splitting:* The City shall not split a project, work, service or purchase into smaller projects, works, services or purchases for the purpose of avoiding any bidding or contracting requirements of this Code.

17B-080. Bidding requirements – materials, supplies and equipment.

(a) *\$15,000 or less:* Purchases of materials, supplies and equipment of fifteen thousand dollars (\$15,000) or less may be awarded by the Purchasing Officer or the director of the department responsible for the purchase, or his or her designee pursuant to Section 17B-040, by any alternative procedure.

(b) *\$15,001 - \$50,000:* Purchases of materials, supplies and equipment of more than fifteen thousand dollars (\$15,000), but less than or equal to fifty thousand dollars (\$50,000) may, except as otherwise provided in this chapter or the Act, be awarded by the City Manager pursuant to the non-public project informal bidding procedure.

(c) *More than \$50,000:* Purchases of materials, supplies and equipment of more than fifty thousand dollars (\$50,000) shall, except as otherwise provided in this chapter, be awarded by the City Council pursuant to the non-public project formal bidding procedure.

(d) *Department Director Review of Specifications:* The director of the using department shall review and approve, or provide for the review and approval of, the specifications prepared for every purchase of materials, supplies and equipment.

(e) *Purchasing Officer Review of Specifications:* The Purchasing Officer, or his or her designee, shall review and approve the form of all contracts for the purchase of materials, supplies and equipment.

(f) *Award:* Contracts for the purchase of materials, supplies and equipment of fifty thousand dollars (\$50,000) or less, if awarded, may be awarded in the best interests of the City. Contracts for the purchase of materials, supplies and equipment of more than fifty thousand dollars (\$50,000), if awarded, shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the authorized contracting party may accept the one it chooses.

(g) *Dollar Limits and Change Orders or Amendments:* The dollar limits indicated herein shall apply to the original contract and to any amendments or change orders. To this end, therefore, unless an exception provided in Section 17B-140 below applies, any contract amendment or change order which would increase the contract amount above any threshold stated herein shall comply with the requirements applicable to the increased contract amount. For materials, supplies and equipment contracts awarded by the City Council, unless a lower or higher amount is stated in the City Council staff report for the project or directed by the City Council, the City Manager or his or her designees shall have authority to approve contract amendments or change orders up to twenty-five percent of the original contract amount.

(h) *Local Bidder Preference:* In order to promote the economic health of the City and to encourage local participation in the procurement of materials, supplies and equipment, the City may take into consideration the sales tax to be returned to the City as a result of an award in determining the lowest responsive and responsible bidder. This Section shall not be effective unless and until the Purchasing Officer adopts a written policy to implement its provisions, which policy shall be included in the City's purchasing policies and procedures manual.

(i) *Recycled Products Preference:* In order to promote the use of products containing recycled material, including post consumer material and secondary material, the City may take into consideration the percentage of recycled product in the materials, supplies or equipment being provided in determining the lowest responsive and responsible bidder. This Section shall not be effective unless and until the Purchasing Officer adopts a written policy to implement its provisions, which policy shall be included in the City's purchasing policies and procedures manual. In addition, fitness and quality being equal, the City shall endeavor to purchase products containing recycled material instead of virgin products, whenever available at no more than the total cost of the virgin materials.

(j) *No Bid Splitting:* The City shall not split a project, work, service or purchase into smaller projects, works, services or purchases for the purpose of avoiding any bidding or contracting requirements of this Code.

(k) *Fleet Replacement Vehicles and Equipment:* Notwithstanding anything to the contrary contained herein, the Purchasing Officer shall be the authorized contracting party for the replacement of a vehicle or other equipment on the City's annual vehicle/equipment replacement list, as approved through the budget process each year. The Purchasing Officer shall not make an award or approve such a purchase unless and until the applicable alternative procedure, non-public project informal bidding procedure or non-public project formal bidding procedure is followed.

17B-090. Public Projects - formal bidding procedure.

(a) *Uses of Formal Bidding Procedure:* This formal bidding procedure shall be used whenever formal bidding is required for a public project.

(b) *Required Process:* The formal competitive bidding procedure shall comply with all aspects of state and local law governing formal competitive bidding, including, but not limited to, the California Public Contract Code, California Government Code, California Labor Code, resolutions of the City Council as may be adopted from time to time, and policies and procedures as the City Manager may approve from time to time.

(c) *Notice Inviting Formal Bids:* Notice inviting formal bids shall be provided. The notice inviting formal bids shall comply with Section 22037 of the Act, as such Section may be amended from time to time. Notices shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. At a minimum, the notice inviting formal bids shall: (1) describe the project; (2) state how to obtain more detailed information about the project; (3) state the date, time and place for the submission of sealed bids; and (4) include any other information required by state or local law, as determined by the City Attorney.

(d) *Published Notice:* The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation printed and published in the City, or, if there is no such newspaper, in a newspaper of general circulation

which is circulated in the City.

(e) *Distribution of Notice Inviting Formal Bids:* The notice inviting formal bids shall also be sent to those construction trade journals specified in Section 22036 of the Act.

(f) *Additional Notice:* The City shall also provide any additional notice as it deems proper.

(g) *Contents of Remaining Bid and Contract Documents:* The contents and form of the remaining bid and contract documents shall be approved by the director of the using department, as well as the City Attorney.

(h) *Confidentiality:* Only sealed bids shall be accepted by the city. Sealed bids shall not be opened prior to the date of bid opening, as specified by the city in its notice inviting formal bids.

(i) *Bidder's Security:* When required by applicable law or determined necessary by the Purchasing Officer or his or her designee, each bidder shall be required to provide appropriate security to guarantee its bid. Upon refusal or failure to execute the required contract or agreement and provide all required information and documentation, the full amount of the bid security shall be forfeited, except to the extent limited by applicable law.

(j) *City's Authority:* The City may reject any or all bids received, and may waive any minor irregularities in each bid received.

(k) *No Bids Received:* If no bids are received, the authorized contracting party may award the contract by any alternative procedure.

(l) *Award of Contract:* The contract shall be awarded in accordance with Section 17B-050(g). If two or more bids are the same and the lowest, the City may accept the one it chooses.

(m) *Rejection of Bids:* The City may, in its sole and absolute discretion, reject any bids presented. If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates for the project, the City shall have the option of any of the following: (1) abandon the project; (2) readvertise for bids in the manner described in this chapter; or (3) by passage of a resolution by a four-fifths vote of the City Council, declare that the project can be performed more economically by the employees of the City and have the project done by force account.

17B-100. Public projects - informal bidding procedure.

(a) *Uses of Public Project Informal Bidding Procedure:* This informal bidding procedure shall be used when a public project is involved and informal bidding is permitted by this chapter.

(b) *Contractor List:* The Purchasing Officer shall develop and maintain, or provide for the development and maintenance of, a list of qualified contractors, identified according to categories of work, as described in Section 22034(a) of the Act. The list shall be developed and

maintained in accordance with criteria established by the commission. In developing the list, the Purchasing Officer or his or her designee shall obtain from the Contractor's State License Board and from the contractor's trade associations in the county, the names and addresses of qualified contractors located in the county.

(c) *Distribution of Notice Inviting Informal Bids:* The Purchasing Officer shall provide a notice inviting informal bids. The notice inviting informal bids shall be mailed to either or both of the following: (1) all contractors on the qualified contractors list maintained pursuant to subsection (b) above; and/or (2) all construction trade journals specified in Section 22036 of the Act. The notice inviting informal bids must be mailed not less than (10) calendar days before the bids are due.

(d) *Contents of Notice Inviting Informal Bids:* At a minimum, the notice inviting informal bids shall: (1) describe the project in general terms; (2) state how to obtain more detailed information about the project; (3) state the date, time and place for the submission of sealed bids; and (4) include any other information required by state or local law, as determined by the City Attorney.

(e) *Proprietary Projects or Products:* If the director of the using department certifies that, to the best of his or her knowledge, the project, product or service is proprietary in nature and can be obtained only from one contractor, and that no equivalent projects, products or services are available, the notice inviting informal bids may be sent exclusively to such contractor.

(f) *Contents of Bid and Contract Documents:* The contents and form of the bid and contract documents shall be approved by the director of the using department, as well as the City Attorney; provided, however, that the City Attorney need not review or approve the contents of the technical specifications, drawings and other technical documents.

(g) *Bidder's Security:* When required by applicable law or determined necessary by the City Manager or Purchasing Officer, each bidder shall be required to provide appropriate security to guarantee its bid. Upon refusal or failure to execute the required contract or agreement and provide all required information and documentation, the full amount of the bid security shall be forfeited, except to the extent limited by applicable law.

(h) *City's Authority:* The City may reject any or all bids received, and may waive any minor irregularities in each bid received.

(i) *No Bids Received:* If no bids are received, the authorized contracting party may award the contract by any alternative procedure.

(j) *Award of Contract:* The contract shall be awarded in accordance with Section 17B-050(g). If two or more bids are the same and the lowest, the City may accept the one it chooses.

17B-110. Non-public projects - formal bidding procedure.

(a) *Uses of the Non-Public Project Formal Bidding Procedure:* A formal bidding

procedure shall be used whenever formal bidding is required by this Chapter and the project does not involve a public project.

(b) *Distribution of Notice Inviting Formal Bids or Request for Proposals:* A notice inviting formal bids or a request for proposals, as appropriate, shall be published at least once and at least ten (10) calendar days before the date of opening the bids or proposals in a newspaper of general circulation printed and published in the City, or, if there is no such newspaper, in a newspaper of general circulation which is circulated in the City. The notice inviting formal bids or request for proposals shall also be posted on the City's public bulletin board and provided directly to bidders, vendors or contractors on the City's approved list for the type of purchase at issue. The City shall endeavor to receive formal bids or proposals from at least three (3) vendors or contractors. A notice inviting bids shall be used whenever the project or purchase must be awarded to the lowest responsible and responsive bidder. A request for proposals shall be used whenever the project or purchase is not required to be awarded to the lowest responsible and responsive bidder. If the Purchasing Officer and the director of the using department certify that, to the best of their knowledge, there is no local source or local provider available for the project, the notice inviting bids or the request for proposals, as appropriate, may be distributed to a list of qualified vendors maintained by the Purchasing Officer and/or published in a trade journal appropriate to the project, in lieu of publication in a newspaper of general circulation.

(c) *Contents of Notice Inviting Formal Bids or Request for Proposals:* At a minimum, the notice inviting formal bids or request for proposals shall: (1) describe the project or purchase in general terms; (2) state how to obtain more detailed information about the project or purchase; (3) state the date, time and place for the submission of bids or proposals; and (4) include any other information required by state or local law, as determined by the City Attorney. All formal bids shall be sealed bids, but need not be publicly opened as is required by the public project formal bidding procedure.

(d) *Proprietary Projects or Sole Source Products:* If the director of the using department certifies that, to the best of his or her knowledge, the project, product or service is proprietary in nature and can be obtained only from one vendor or contractor, and that no equivalent products or services are available, the notice inviting formal bids or request for proposals may be sent exclusively to such vendor or contractor.

(e) *Contents of Remaining Bid and Contract Documents:* The contents and form of the remaining bid and contract documents shall be approved by the director of the using department, as well as the City Attorney.

(f) *Confidentiality:* Only sealed bids shall be accepted by the city. Sealed bids shall not be opened prior to the date of bid opening, as specified by the city in its notice inviting formal bids.

(g) *Bidder's Security:* When required by applicable law or determined necessary by the City Manager or Purchasing Officer, each bidder shall be required to provide appropriate security to guarantee its bid. Upon refusal or failure to execute the required contract or agreement and provide all required information and documentation, the full amount of the bid

security shall be forfeited, except to the extent limited by applicable law.

(h) *City's Authority:* The City may reject any or all bids or proposals received, and may waive any minor irregularities in each bid or proposal received.

(i) *No Bids Received:* If no bids are received, the authorized contracting party may award the contract by any alternative procedure.

(j) *Award of Contract:* The contract shall be awarded in accordance with Sections 17B-060(h), 17B-070(g) or 17B-080(h) as applicable. If two or more bids are the same and the lowest, the City may accept the one it chooses.

17B-120. Non-public projects - informal bidding procedure.

(a) *Uses of Non-Public Project Informal Bidding Procedure:* This informal bidding procedure shall be used whenever informal bidding is allowed for a purchase which does not involve a public project.

(b) *Distribution of Notice Inviting Informal Bids or Request for Proposals:* A notice inviting informal bids or request for proposals, as appropriate, shall be provided. The notice inviting informal bids or requests for proposals shall be provided to at least three (3) vendors or contractors, and the City shall endeavor to receive informal bids or proposals from at least three (3) vendors or contractors.

(c) *Contents of Notice Inviting Informal Bids or Request for Proposals:* At a minimum, the notice inviting informal bids or request for proposals shall: (1) describe the project or purchase in general terms; (2) state how to obtain more detailed information about the project or purchase; (3) state the date, time and place for the submission of bids or proposals; and (4) include any other information required by state or local law, as determined by the City Attorney.

(d) *Proprietary Projects or Sole Source Products:* If the director of the using department certifies that, to the best of his or her knowledge, the project, product or service is proprietary in nature and can be obtained only from one vendor or contractor, and that no equivalent products or services are available, the notice inviting informal bids or request for proposals may be sent exclusively to such vendor or contractor.

(e) *Contents of Remaining Bid and Contract Documents:* The contents and form of the remaining bid and contract documents shall be approved by the director of the using department, as well as the City Attorney.

(f) *Bidder's Security:* When required by applicable law or determined necessary by the City Manager or Purchasing Officer, each bidder shall be required to provide appropriate security to guarantee its bid. Upon refusal or failure to execute the required contract or agreement and provide all required information and documentation, the full amount of the bid security shall be forfeited, except to the extent limited by applicable law.

(g) *City's Authority:* The City may reject any or all bids or proposals received, and may waive any minor irregularities in each bid or proposal received.

(h) *No Bids or Proposals Received:* If no bids or proposals are received, the authorized contracting party may award the contract by any alternative purchasing procedure.

(i) *Award of Contract:* The contract shall be awarded in accordance with Sections 17B-060(h), 17B-070(g) or 17B-080(h) as applicable. If two or more bids are the same and the lowest, the City may accept the one it chooses.

17B-130. Exceptions to competitive bidding - public projects.

In addition to the situations described in Section 17B-050, competitive bidding, either formal or informal, is not required for public projects in the situations provided for in this Section. The Purchasing Officer shall establish rules and regulations within the purchasing policies and procedures manual which are necessary to implement the provisions of this Section. Under the conditions outlined herein and in the purchasing policies and procedures manual, any alternative procedure may be used.

(a) *Emergencies:* In situations determined by the City Manager to constitute an emergency for a public project pursuant to Section 22035 of the Act and Public Contract Code Section 22050. The City Council hereby delegates to the City Manager the power to declare a public emergency and take any directly related and immediate action required by the emergency, up to a total of one hundred seventy-five thousand dollars (\$175,000), pursuant to Section 22035 of the Act and California Public Contract Code Section 22050. Emergency expenditures of more than one hundred seventy-five thousand dollars (\$175,000) shall first be approved by the City Council. Work shall be performed without the benefit of competitive bidding, either formal or informal, only so long as necessary under those sections.

For projects of more than forty-five thousand dollars (\$45,000), a report on the emergency and work performed shall be provided at the next regular meeting of the City Council, and then at every meeting thereafter required by Section 22050. At such meetings, the City Council shall determine, by a four-fifths (4/5) vote, that there is a need to continue the action without the benefit of informal or formal competitive bidding in accordance with Section 22035 of the Act and California Public Contract Code Section 22050. The City Council shall terminate the emergency action at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed pursuant to a formal bidding procedure.

For projects of forty-five thousand dollars (\$45,000) or less, the City Manager shall have the authority to cause the director of the department responsible for the project, or his or her designee, to proceed by any alternative procedure pursuant to Section 17B-050 above.

(b) *No Competitive Market:* When the City Council determines, upon recommendation by the City Manager and Purchasing Officer, in accordance with applicable law, that a competitive market does not exist and that no competitive advantage will be gained by the public bidding process.

(c) *No Bids Received:* When no bids are received pursuant to either the public project informal bidding procedure or the public project formal bidding procedure.

(d) *Otherwise Authorized:* Upon recommendation of the City Manager, Purchasing

Officer and City Attorney, when otherwise authorized by this Chapter or applicable law.

17B-140. Exceptions to competitive bidding - non-public projects.

In addition to the situations described in Section 17B-060 through 17B-080, competitive bidding, either formal or informal, is not required for non-public projects in the situations provided for in this Section. The Purchasing Officer shall establish rules and regulations within the purchasing policies and procedures manual which are necessary to implement the provisions of this Section. Under the conditions outlined herein and in the purchasing policies and procedures manual, any alternative procedure, including no bidding, may be used with the City Manager's approval.

(a) *Emergencies:* When the Purchasing Officer and the authorized contracting party, with the approval of the City Manager, determine that an emergency exists, as defined in Section 17B-010.

(b) *No Competitive Market:* When the Purchasing Officer and the authorized contracting party, with the approval of the City Manager, determines, in accordance with applicable law, that a competitive market does not exist and that no competitive advantage will be gained by the public bidding process.

(c) *Competitive Bidding Already Completed:* When the Purchasing Officer and the authorized contracting party, with the approval of the City Manager, determines that: (1) a competitive bid procedure has been conducted by another public agency, including, but not limited to, another local agency, the State through the California Multiple Award Schedule (CMAS), the federal government through the General Services Administration (GSA), the U.S. Communities Government Purchasing Alliance or the Western States Contracting Alliance (WSCA); and (2) the price to the City is equal to or better than the price to that public agency.

(d) *State Purchase:* When the purchase is made on behalf of the City by the State Department of General Services.

(e) *Purpose Of Bidding Is Otherwise Accomplished:* When the Purchasing Officer and the authorized contracting party, with the approval of the City Manager, determines that it is in the best interest of the City and its administrative operations to dispense with public bidding for non-public projects under this Chapter.

(f) *No Bids Received:* When no bids are received through the non-public project formal or informal bidding procedures.

(g) *Water:* The City Manager is authorized to negotiate and execute, on behalf of the city, agreements with privately owned, federally owned, state owned and locally owned utilities and agencies for the purchase and sale of water to deliver such water to the City or such other locations as may be appropriate without competitive bidding. The purchasing policies and procedures manual shall include a process by which the City Manager shall approve such purchases and sales through utilization of the competitive open market for such commodities.

(h) *Library Information Purchases:* The Library Services Director is authorized to

negotiate and execute, on behalf of the City, contracts for the purchase of library books, tapes, periodicals and other information delivery formats (e.g. microfilm, DVD, CD-ROM and internet information) without competitive bidding, so long as each purchase is in accordance with the budget approved by the City Council and there is an unencumbered appropriation in the fund account against which the purchase is to be charged. The purchasing policies and procedures manual shall include a process by which the Library Services Director approves such purchases in a manner which identifies a competitive price which is in the best interests of the City. The Library Services Director shall not be required to select the lowest price.

(i) *Mandated Expenditures:* Expenditures mandated by law or regulation, such as county booking fees, waste disposal fees or other non-negotiable permit, use or application fees.

(j) *Otherwise Authorized:* When otherwise authorized by this Chapter or applicable law.

17B-150. Surplus materials, supplies and equipment.

(a) *Designations by City Departments:* All City departments shall submit to the Purchasing Officer, at such times and in such form as he or she shall prescribe, reports showing all materials, supplies and equipment which are deemed by that department to be surplus, in that they are no longer used or are unsuitable for City use by that department.

(b) *Transfer Among Departments:* The Purchasing Officer shall have the authority to transfer to another department any materials, supplies and equipment designated by a department as surplus.

(c) *Sale, Exchange or Trade:* The Purchasing Officer or his or her designee shall have authority to sell as surplus all materials, supplies and equipment which cannot be used by any department or which have become unsuitable for City use, or to exchange the same for, or trade in the same on, new materials, supplies and equipment. The sale of surplus materials, supplies and equipment shall be made by public auction pursuant to applicable law and any rules and regulations provided for in the purchasing policies and procedures manual. In addition, the Purchasing Officer may approve the sale of any surplus materials, supplies or equipment by means other than public auction, upon a finding that the sale in such alternative manner is in the best interests of the City and is supported by documentation sufficient to establish that the City is receiving compensation at least equal to the fair market value of the materials, supplies or equipment. The City Council shall approve by resolution any sale, exchange or trade of materials, supplies and equipment with an estimated value of fifty thousand dollars (\$50,000) or more.

(d) *Abandonment or Destruction:* Except as otherwise prohibited by applicable law, the City Manager shall have the authority to authorize the abandonment or destruction of materials, supplies and equipment which have no commercial value or which will require an expenditure of funds for continued care, handling, maintenance or storage which exceeds the estimated proceeds of sale. The authorization shall be in writing and shall be signed by the City Manager.

(e) *Donation:* Except as otherwise prohibited by applicable law, the City Council

may, by resolution, establish a procedure for the City Manager to approve the donation of materials, supplies and equipment which have no commercial value or which will require an expenditure of funds for continued care, handling, maintenance or storage which exceeds the estimated proceeds of sale. Donations may be made to charitable, civic or non-profit organizations, as well as other public agencies, and shall be done in a fair and equitable manner. In its resolution, the City Council shall establish rules and regulations to govern the fair and equitable donation of materials, supplies and equipment. The resolution shall also indicate that the City Manager shall not approve any donation without first making a finding that the materials, supplies and equipment are surplus to the needs of the City, that they either have no commercial value or will require an expenditure of funds for continued care, handling, maintenance or storage which exceeds the estimated proceeds of sale, and that the donation is in the best interests of the City.

(f) *City Officials and Employees:* Surplus supplies and equipment may be sold to the public if so prescribed by the City Manager and/or the City Council. City officials and employees, and their immediate families, however, shall not be eligible to purchase such surplus items; provided, however, that retired service animals may be purchased by their primary handler.

Section 4. Severability. If any provision or clause of this Ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this Ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this Ordinance are declared to be severable.

Section 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED by the City Council of the City of Woodland this ____ day of _____, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

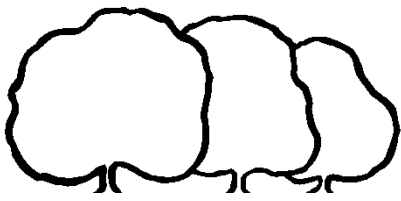
Marlin H. Davies, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Andrew J. Morris, City Attorney



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Surface Water Project Update

Recommendation for Action

Staff recommends that the City Council receive an update on the Surface Water Project.

Discussion

Dennis Diemer, General Manager of the Woodland-Davis Clean Water Agency will give an update on the project, timelines and next steps.

Staff has placed this item on the agenda in an effort to provide as much information as possible to the public and Council as we advance on this important project.

Paul Navazio
City Manager

Attachment

Davis-Woodland Water Supply Project Alternative Costs and Project Update

Agency Board
August 23, 2012

Discussion Topics

- Project Cost Update
- Project Schedule
- Recent Activities/Accomplishments
- Upcoming Activities/Milestones

Project Descriptions

Current Baseline: 40 mgd Joint Project

- 21.6 Woodland capacity
- 18.4 mgd Davis capacity
- Online in 2016

30 mgd Joint Project

- 18 mgd Woodland capacity
- 12 mgd Davis capacity
- Online in 2016

30 mgd Phased Project

- Phase 1: 18 mgd Woodland online in 2016 with accommodation for Davis expansion
- Phase 2: 12 mgd Davis online in 2020

40 mgd Joint Project Costs (Apr 2012 millions dollars)

Construction Costs¹

Facility	Cost
Joint Intake (Agency Portion)	14.61
Raw Water Pipeline	41.18
Regional Water Treatment Facility (RWTF)	123.45
Woodland Treated Water Pipelines	6.17
Davis Treated Water Pipeline	26.07
Permit Fees & Construction Counsel	2.91
TOTAL	214.39

¹ Includes DBO contract design and construction costs, design-bid-build construction costs, and Agency design review, construction management, engineering services during construction, environmental construction monitoring, and environmental mitigation, permitting and incidental costs.

Capital Costs, 2009-2016

Component	Total	Woodland	Davis
Agency Administration	3.51	1.90	1.62
Program Management	3.43	1.84	1.59
Water Supply	1.70	1.33	0.37
Environmental & Permitting	1.57	0.83	0.74
Land/ROW Acquisition	1.13	0.60	0.53
Pre-Design	6.15	3.35	2.80
Construction	214.39	104.34	110.04
Capital Contingency	8.76	4.72	4.04
Woodland and Davis Local Facilities	44.58	29.92	14.66
Costs Expended Since 2009	7.49	4.01	3.48
TOTAL CAPITAL COSTS	292.7	152.9	139.9

Major Changes Between 40 mgd and 30 mgd Projects

- Intake
 - 3 pumps as opposed to 4 pumps
- Raw Water Pipeline
 - One 36" pipeline as opposed to two - 36" pipelines
- Regional Water Treatment Facility
 - 30 mgd capacity expandable to 34 mgd as opposed to 40 mgd expandable to 52 mgd

Major Changes Between 40 mgd and 30 mgd Projects

- Woodland Treated Water Pipelines
 - No change
- Davis Treated Water Pipeline
 - 30" pipeline as opposed to 36" pipeline
- Local Facilities
 - Woodland: Elimination of northeast tank and pipeline north of Main St.
 - Davis: No change

30 mgd Joint Project Costs

(Apr 2012 million dollars)

Construction Costs¹

Facility	Cost
Joint Intake (Agency Portion)	13.12
Raw Water Pipeline	25.65
Regional Water Treatment Facility (RWTF)	108.20
Woodland Treated Water Pipelines	6.18
Davis Treated Water Pipeline	25.33
Permit Fees & Construction Counsel	2.91
TOTAL	181.40

¹ Includes DBO contract design and construction costs, design-bid-build construction costs, and Agency design review, construction management, engineering services during construction, environmental construction monitoring, and environmental mitigation, permitting and incidental costs.

Capital Costs, 2009-2016

Component	Total	Woodland	Davis
Agency Administration	3.51	1.90	1.62
Program Management	3.43	1.84	1.59
Water Supply	1.70	1.33	0.37
Environmental & Permitting	1.57	0.83	0.74
Land/ROW Acquisition	1.13	0.60	0.53
Pre-Design	6.15	3.35	2.80
Construction	181.40	93.76	87.64
Capital Contingency	7.59	4.09	3.50
Woodland and Davis Local Facilities	31.03	16.38	14.66
Costs Expended Since 2009	7.49	4.01	3.48
TOTAL CAPITAL COSTS	245.01	128.09	116.92

30 mgd Phased Project Costs

(Apr 2012 million dollars)

Construction Costs¹

Facility	Cost
Joint Intake (Agency Portion)	14.45
Raw Water Pipeline	25.65
Regional Water Treatment Facility (RWTF)	122.59
Woodland Treated Water Pipelines	6.14
Davis Treated Water Pipeline	27.36
Permit Fees & Construction Counsel	4.14
TOTAL	200.25

¹ Includes DBO contract design and construction costs, design-bid-build construction costs, and Agency design review, construction management, engineering services during construction, environmental construction monitoring, and environmental mitigation, permitting and incidental costs.

Capital Costs, 2009-2020

Component	Total	Woodland	Davis
Agency Administration	6.03	1.90	4.14
Program Management	5.95	1.85	4.09
Water Supply	1.70	1.33	0.37
Environmental & Permitting	1.79	0.83	0.95
Land/ROW Acquisition	1.38	0.60	0.78
Pre-Design	7.73	3.35	4.38
Construction	200.25	93.72	106.54
Capital Contingency	8.38	4.09	4.29
Woodland and Davis Local Facilities	31.03	16.38	14.66
Costs Expended Since 2009	7.49	4.01	3.48
TOTAL CAPITAL COSTS	271.74	128.07	143.67

Schedule Milestones

Task	Completion By
NEPA/CEQA for Joint Intake	August 2012
Land/Easement Acquisition (CPG and private property)	September 2012
Secure Joint Intake Construction Funding	September 2012
USACE 404 Permit	September 2012
Advertise Joint Intake Construction Bid Documents	November 2012
Approval of Funding by Each City	November 2012
Complete RWTF Site Fill	November 2012
Issue Final RFP for DBO Contract	December 2012
Receive DBO Proposals	April 2013
Award DBO Contract	September 2013
Joint Intake Construction Completion	October 2015
DWWSP Acceptance Testing	August 2016

Activities/Accomplishments July - August 2012

PROGRAM MANAGEMENT

- Received response from Woodland and Davis for verification of Phase 1 capacity
- Continued pursuit of SRF low interest loan and grant funding opportunities:
 - Submittal of project to Westside IRWMP for IRWM grant eligibility
 - Submittal of funding request to Coalition to Support Delta Projects
- Continued Support for Davis WAC process

Activities/Accomplishments

July – Aug 2012 (cont')

PROGRAM MANAGEMENT

- Presentation of Project Overview/Status to Yolo County Board of Supervisors
- Project Update meetings conducted with new Agency Board members

Activities/Accomplishments

July – Aug 2012 (cont')

REGIONAL FACILITIES PLANNING AND PRE-DESIGN

- Finalized relocation of RWTF site
- Developed SOW to incorporate suggestions from DBO Intake Workshop into final design
- Completed Security Study for Joint Intake Facility
- Completed RWTF site dewatering
- Completed RWTF Site Fill Design and solicited bids

Activities/Accomplishments

July – Aug 2012 (cont')

RWTF SITE FILL PROJECT

- Bids Received 8/20/12:
 - 6 bids received
 - Low bid: \$2.6m
 - High bid: \$4.2m
 - Engineer's Estimate: \$3.3m
- FY 12/13 Agency Budget: \$2.975m
- 8/21/12 Davis City Council
 - Approved \$376,000 for site fill differential cost
- Next steps: Woodland to confirm low bidder's qualifications. Award anticipated by early Sept. 2012

Activities/Accomplishments

July – Aug 2012 (cont')

ENVIRONMENTAL AND PERMITTING

- USACE issued Public Notice on the 404 Applications for the project.
 - No substantive comments received.
- Biological Opinions from USFWS and NMFS on track to be completed by end of September.
 - No other major issues identified
- Approval of Joint Intake IS/EA by RD 2035 scheduled for August 28th.

Activities/Accomplishments

July – Aug 2012 (cont')

ENVIRONMENTAL AND PERMITTING

- Meeting with WAPA and RD2035 - Agency use of WAPA power at Intake determined to be feasible
- Reviewed Yolo County Public Works Dept. comments on the Proposed Encroachment Permit Conditions of Approval
 - Response to comments from Yolo Co. PWD being prepared

Activities/Accomplishments

July – Aug 2012 (cont')

SUPPLEMENTAL WATER SUPPLY

- Completed ASR work plan- modified Well 28 design to accommodate ASR
- Planned and coordinated ASR injection test
- Completed geochemical model for surface water/groundwater mixing
- Began scoping regional groundwater model with stakeholders

Activities/Accomplishments

July – Aug 2012 (cont')

LAND AND ROW ACQUISITIONS

- Completed appraisals for all non-CPG properties and continued negotiations
- Continued discussions with SNRR re: second appraisal
- Provided CPG with Final Draft easement maps and descriptions, and critical facilities maps addressing RWTF relocation
- Appraisal underway for Davis treated water pipeline alternative alignment (Harlan Bypass)

Planned Activities

September – December 2012

PROGRAM MANAGEMENT

- Continue to pursue SRF low interest loan and grant funding opportunities
- Continue support to Davis WAC
- Conduct project financing workshop
- Continue efforts to “optimize” DWWSP
- Continue implementation of ASR Work Plan for Woodland
- Coordination meetings with PG&E and WAPA
- Initiate work to finalize RFP to DBO teams

Planned Activities

Sep – Dec 2012 (cont')

ENVIRONMENTAL AND PERMITTING

- Complete Harlan Bypass Environmental Assessment and Property Appraisal
- Submit Section 401 Water Quality Certification Permit Application to Regional Board
- Submit Department of Fish and Game 1600 Stream Bed Alteration Agreement Application
- Continue work with CDPH on RWTF permit
- Issue RFQ and RFP for RWTF Site Aerosol Study
- Complete negotiations with Yolo County re: Encroachment Permit Conditions of Approval

Planned Activities

Sep – Dec 2012 (cont')

LAND AND ROW ACQUISITIONS

- Continue work with Yolo County, CPG, Sierra Northern Railroad, and landowners on various easements, rights-of-way, etc.
- Complete appraisal of Davis alternative alignment (Harlan Bypass) and prepare written offer.
- Send final offer letters to owners of parcels at impasse
- Complete purchase of RWTF site and document easements over existing city properties

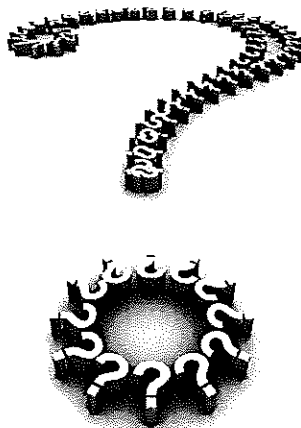
Planned Activities

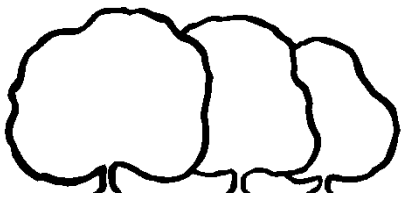
Sep – Dec 2012 (cont')

DESIGN/CONSTRUCTION

- Incorporate Suggestions from Intake Workshop with DBO Teams into Final Design
- Integrate Security Study Recommendations into Joint Intake Design
- Complete 100% Design for Joint Intake Facility (September 2012)
- Award RWTF Site Fill Contract (September 2012)
- Complete RWTF Site Fill (November 2012)

Questions





City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: September 18, 2012

SUBJECT: Long Range Calendar and Council Committee Calendar

Recommendation for Action

Staff recommends that the City Council receive the Long Range Calendar and Council Committee/Commission Calendar for informational purposes only.

Background

As discussed at the August 28th Council Study Session, the City Council agenda packet will now include a Long Range Calendar for upcoming Council Meetings/Study Sessions.

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

In addition, staff has included a Council Committee/Commission Calendar to highlight upcoming meetings that may be of interest to the City Council or include Council Members.

Prepared by: Ana Gonzalez
City Clerk

Reviewed by: Paul Navazio
City Manager

Paul Navazio
City Manager

Attachments

COUNCIL LONG RANGE CALENDAR

Items subject to removal and/or rescheduling

Monday, September 24, 2012

Study Session (TENTATIVE)

- Follow-up Council Goal Setting

Tuesday, October 2, 2012

Regular Meeting

- California Voting Rights Act (CMO)
- Shared Services Presentation (LAFCO)
- Verizon Cell Phone Tower communication License Agreement
- CDBG
- Employee Relations Resolution
- FY 2013/14 Animal Services Contract

Tuesday, October 16, 2012

Regular Meeting

- Appoint Nominating Committee – Community Service Awards (ADM)
- Spring Lake Community Facilities District Accountability Report (FN)
- Quarterly Community Development Status Report (CDD)
- Quarterly Capital Improvement Plan Status Report (CDD)
- Velocity Island Lease Agreement – Dubach Park (CDD)

Tuesday, October 23, 2012

Study Session

Tuesday, November 6, 2012

Regular Meeting

- First Quarter Investment Report (FN)
- First Quarter FY2012-13 Budget Update (FN)

Tuesday, November 20, 2012

Regular Meeting

- Measure E and Measure V Annual Report (CMO)

Tuesday, November 27, 2012

Study Session

Tuesday, December 4, 2012

Regular Meeting

- Annual AB1600 Report

Tuesday, December 18, 2012

Regular Meeting

Tuesday, December 25, 2012

CANCELLED

FUTURE AGENDA ITEMS (TBD):

Annual Housing Element Progress Report (Jan)
Annual General Plan Progress Report (Jan)
FY 2012-13 Mid-Year Budget Update (Feb)

FUTURE STUDY SESSIONS (TBD):

Storm Sewer NPDES Permit/Program
City Council Goals/Progress Report
Street/Sidewalk Annual Status Report
Climate Action Plan
Budget Workshop (March)