300 First Street
Woodland, CA 95695

City of Woodland

Meeting Agenda

City Council

Tuesday, November 4, 2014	6:00 PM	Council Chambers

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
NOVEMBER 4, 2014
6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

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

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

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

14-444 SUBJECT: Long Range Calendar

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

Attachments: Council Long Range Calendar

F. PRESENTATIONS

1. 14-435 SUBJECT: Woodland Public Library Annual Report 2013-2014

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2013-2014 presented by the Woodland Public Library Board of Trustees.

Attachments: WPL Annual Report FY14

G. MINUTES

2. 14-446 SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meetings of October 7, 2014 and October 21, 2014.

Attachments: 10_07_14_DRAFT_Meeting_Minutes_for_approval

10_21_14_DRAFT_Meeting_Minutes_for_approval

H. CONSENT CALENDAR

3. 14-434 SUBJECT: Community Development Department’s Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council receive the Community Development Department's Quarterly Status report.

Attachments: CDD Quarterly Status Report

CDD - Capital Project Status Report

4. 14-418 SUBJECT: Internal Audit of the City of Woodland’s Sewer System Management Plan

Recommendation for Action: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting year of July 1, 2013 to June 30, 2014.

Attachments: SSMP Internal Audit FY14

5. 14-422 SUBJECT: Approval of City Council Resolution Authorizing Execution of State Standard Agreement for Housing Related Parks Program Grant

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ to authorize the execution of a State Standard Agreement for a Housing Related Parks Program grant in the amount of $137,775 for improvements to City Park (626 Cleveland Street) and authorize the City Manager to execute all agreements necessary for the program.

Attachments: CC Reso #2 4Nov14

HCD Email on Revised Resolution 8Oct14

6. 14-372 SUBJECT: Approve the Purchase and Installation of Playground Equipment for City Park

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for City Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed one hundred thirty-seven thousand seven hundred seventy-five dollars.

Attachments: City Park Playground Equipment Resolution

7. 14-447 SUBJECT: Approve Agreement with Del Rio Advisors LLC for Financial Analyst Services.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ approving an agreement with Del Rio Advisors LLC for Financial Analyst services, and authorize the City Manager to execute the related contract.

Attachments: Resolution Awarding Municipal Financial Advisor Services

DRAFT Agreement with Del Rio Advisors LLC

I. PUBLIC HEARINGS

8. 14-419 SUBJECT: Conduit Financing for the Goodwill Industries, Sacramento & Northern Nevada Project

Recommendation for Action: Staff recommends that the City Council:

1) Conduct a public hearing under the requirements of Tax Entity and Financial Responsibility Act ("TEFRA") and the Internal Revenue Code of 1986, as amended (the "Code"); and

2) Adopt Resolution No. _____ approving the issuance of the Bonds by the California Municipal Finance Authority ("CMFA") for the benefit of Goodwill Industries of Sacramento Valley & Northern Nevada, a California non-profit corporation, or a subsidiary or affiliate thereof (the "Borrower"), to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following).

Attachments: 2014 TEFRA Resolution

J. REPORTS OF THE CITY MANAGER

9. 14-438 SUBJECT: Residential Energy Marketing Program Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ and enter into the Residential Energy Marketing Program Agreement with PG&E and Empower Efficiency to implement a residential energy efficiency marketing program in Woodland.

Attachments: Resolution to enter into PG&E and Empower Efficiency partnership agreement
Residential Energy Marketing Program Agreement 10-28-14 signed

10. 14-433 SUBJECT: Main Street Streetscape Improvement Project (Elm to Cleveland), CIP 15-16; Review Preliminary Design, Allocate Budget and Authorize the City Manager to Execute the Consultant Services Agreement

Recommendation for Action: Staff recommends that the City Council:

(1) review and comment on the Feasibility Study, and

(2) adopt Resolution No. ____ to allocate $1,400,000 of the former Redevelopment Agency Bond Proceeds and authorize the City Manager to execute the consultant services agreement with Mark Thomas & Company for design of the project in an amount not to exceed $130,000 for the Main Street Streetscape Improvement Project (Elm to Cleveland); CIP 15-16.

Attachments: FINAL_Feasbility Exhibit 10-22-14 (1)
Resolution110414

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for November 4, 2014 was posted on October 31, 2014 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.

Legislation Details (With Text)

File #:	14-444 **Version:** 1	**Name:**	Long Range Calendar
Type:	Report of the City Manager	**Status:**	Agenda Ready
File created:	10/31/2014	**In control:**	City Council
On agenda:	11/4/2014	**Final action:**	
Title:	SUBJECT: Long Range Calendar Recommendation for Action: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	Council Long Range Calendar		

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014
SUBJECT: Long Range Calendar

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

Staff Contact

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

Background

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

Prepared by: Ana Gonzalez, City Clerk

Paul Navazio, City Manager

Attachment

COUNCIL LONG RANGE CALENDAR
Items subject to removal and/or rescheduling

NOVEMBER 18th REGULAR MEETING REPORTS DUE 11/4

Committee Reports
Planning Commission Meeting Minutes of October 2, 2014

Consent
Approval of agreement with Browns Corner LLC
Final Acceptance and Notice of Completion for 2014 Road Maintenance Project, CIP #14-14
Final Acceptance and Notice of Completion for Southwest Tank acceptance, CIP 08-33
Final Acceptance and Notice of Completion for 2014 E Kentucky Rehabilitation Project, CIP 10-07
Waste Management Rate Adjustment

Public Hearing
Amendment to the Beeghly Development Agreement

Regular
City Council Input on Funding Priorities for 2015-2019 CDBG Consolidated Plan
Approval of Loan for Mutual Housing CA's Spring Lake Multi-Family Affordable Housing Project

DECEMBER 2nd REGULAR MEETING REPORTS DUE 11/18

Closed Session – CM Evaluation

Committee Reports
Planning Commission Meeting Minutes of November 6, 2014

Consent
Approve Contract with Misco Water for Mechanical Bar Replacement CIP #14-02
Authorize to bid Water Main Replacement Project, CIP 09-23
Approve Design Contract with XXXX for new ASR Wells #29 and #30, CIP 15-02
Conflict of Interest Code

Public Hearing
Beeghly DA Amendment and Approval of Final Map # XXXX – 2nd Reading

Regular
Consider City Code Amendments to Chapter 1, Article 2, City Council Procedures
Consideration of Local Tobacco License (Fee/Program)

DECEMBER 16th **REGULAR MEETING** **REPORTS DUE 12/2**

Consent
Award Construction Contract for West Transmission Main, CIP 12-05
Cert of November 4, 2014 results of Special Election

Public Hearing
Cal West

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:
County food waste composting proposal
Purchase Contract – Recycled Water
Council Direction on Preferred General Plan Land Use Scenario
Solar Project PPA - Oct/Nov

FUTURE STUDY SESSIONS (TBD):
Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan
Budget Workshop – Long-range Planning (Spring)

Updated 10/31/14

City of Woodland

300 First Street
Woodland, CA 95695

Legislation Details (With Text)

1.

File #:	14-435	Version: 1	Name:		
Type:	Presentation		Status:	Agenda Ready	
File created:	10/22/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

Title: SUBJECT: Woodland Public Library Annual Report 2013-2014

Recommendation for Action: Staff recommends that the City Council receive the Woodland Public Library Annual Report 2013-2014 presented by the Woodland Public Library Board of Trustees.

Sponsors:

Indexes:

Code sections:

Attachments: WPL Annual Report FY14

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Woodland Public Library Annual Report 2013-2014

Recommendation for Action : Staff recommends that the City Council receive the Woodland Public Library Annual Report 2013-2014 presented by the Woodland Public Library Board of Trustees.

Staff Contact

Greta Galindo, Library Services Director, 530-661-5984 greta.galindo@cityofwoodland.org

Prepared by: Greta Galindo
Library Services Director

Paul Navazio, City Manager

Attachment: Woodland Public Library Annual Report 2013-2014

Woodland Public Library Annual Report

FY2014

From the Library Director

This past year has been a year of change and growth at the Library. It also marks my second year as Library Director for the Woodland Public Library. It has been my desire since the beginning to create a library that is welcoming to all people and bursting with excellent reading material and activity. The struggle for Libraries is often balancing the expectations of the traditional information library with the growing expectation that Libraries are a space for exploration and community.

I have worked to balance those expectations, developing a more robust children's library with toys and active play and keeping the adult non-fiction area for quiet study. I do believe that libraries are a community space: a space for people to meet and spend time engaging with books, information, and each other.

Moving forward, we will develop more opportunities for children, teens, and all adults to engage in the library and in their community through the Library. This past year I have focused on building and expanding our children's services:

- The Library began an annual campaign to issue a library card to every 3rd grade student in the City.
- We have seen tremendous growth in numbers of children and parents coming to our story times.
- It was a record breaking year for participation in our Summer Reading Programs, for children and adults alike.

The mission of the Woodland Public Library is:

To inform, to enhance the quality of life, and to foster life-long learning.

We will continue on this path for our community.

-Greta Galindo

Examining giant cockroaches during an afterschool program

Little Free Libraries

The Woodland Public Library Little Free Libraries project is an outreach program to put books into the community, outside of the Library. Little Free Libraries are small boxes that contain an honor collection of books. Based upon the "Give a book, Take a book" philosophy, they are a way for neighborhoods to share books.

Seven Little Free Libraries were installed at these locations in Woodland:

Woodside Park, Ferns Park, City Park, Jack Slaven Park, Beamer Park, the Senior and Community Center, and downtown.

Little Free Libraries are maintained by a wonderful group of volunteers who continually replenish the collections with books that have been donated to the Library.

Fizz! Boom! Read!

Fizz Boom Read Kids!

958 registered

515 completed

7,970 hours read

Average reading time per child 15.5 hours

Fizz Boom Read Teens!

97 registered

308 books read

Fizz Boom Read Babies!

299 registered

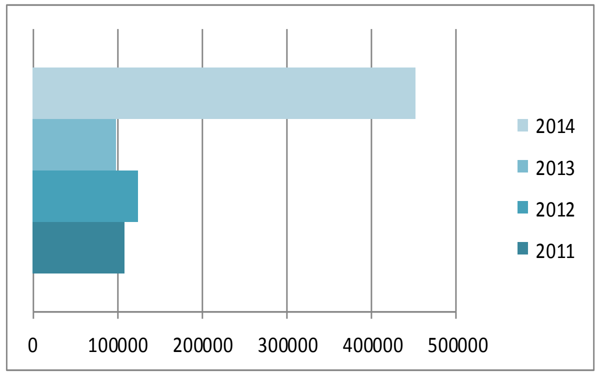
1,794 early literacy activities completed

6 Science Programs

705 creative kids

Children were engaged all summer not only with reading, but also with science experiments, storytimes, Lego clubs, and special performers. The Summer Reading Program (Fizz! Boom! Read!) was expanded this summer from a 4 week program to 7 weeks. The additional weeks encouraged children to read throughout the summer. The summer reading program was offered beyond the library through the City's summer recreation programs and with several local daycare centers.

It was our largest year for participation. Even the adults participated more with 281 books read by 68 readers.



Minutes Read

Read, Sing, Play @ the Library

3rd Grade Library Card Campaign

Woodland Public Library proudly worked with Woodland Joint Unified School District schools and the United Way Education Counsel in an effort to provide library cards to all third graders in our service area by the end of the year 2014. Twenty-five 3rd grade classes from all elementary schools in Woodland either visited the Library or were visited in their classroom by the children's librarian. Every student was given a new book for ownership and the opportunity for a library card. The librarian visited 734 students, and 377 students received library cards. Since receiving cards, over 1000 books have been checked out by those students. Working together, libraries and schools can foster a love of reading and promote good parenting in our community. We believe providing parents with a way to keep their children engaged in reading and teaching families how to use their public libraries will help establish a solid foundation for young readers, increase student skills and enhance education.

Preschoolers enjoy a craft after every storytime.

Storytimes and play at the Library are important parts of developing early literacy skills and building a child's love of learning and libraries. This year the Library expanded from offering 3 storytimes a week to 5 weekly sessions. We developed a new baby early literacy storytime, grew our Spanish language storytime, and added a play area with toys that engage children in creative play to add a social and learning element to our children's area.

This year 5,139 children and caregivers attended storytime at our Library, a 50% increase over last year's attendance.

Through a grant from the California State Library this year we began offering "Storytime to Go" themed kits; parents can check out a backpack full of books, toys, and music CDs to bring the storytime experience home.

Afterschool programs added January 2014

Afterschool programs are offered Tuesday, Wednesday, and Thursday from 3:30-4:30 throughout the school year. School age children play games, create with Legos, engage in messy art, and enjoy learning through special presentations.

4,027 students and parents attended programs this year, a 66% increase over the previous year.

Get Involved: Volunteer at the Library

The Library is dependent on the engagement of community volunteers. We offer several volunteering opportunities: our volunteers shelve books, shelf read, prepare crafts for storytimes, mend books, and so many other jobs. We also have a wonderful crew of teens that helps during our busy summer reading program.

Volunteers are also involved through the Library Rose Club and Friends of the Library.

Volunteers gave **5,246 hours** to the Library in FY14 - the equivalent of 3 full time staff members.

A thoughtfully and well managed volunteer program can bring a wealth of benefits to the library, its staff and patrons, the community, and the volunteers.

We thank our dedicated group of volunteers!

By the Numbers

Circulation	FY 13/14	FY 12/13
Materials checked out or renewed	308,236	311,831
Holds filled	60,566	70,895

Note: The Library was closed Aug 2-18 for painting and the elevator was out of service August 1-December 13, 2013.

Patron Usage	FY 13/14	FY 12/13
Number of Library Visitors	173,961	200,038
Cards added by WPL staff (all ZIPs)	2,600	2,222
Juvenile Library Card Holders	8,347	7,980
Library Card Holders	28,581	28,058

Program Attendance	FY 13/14	FY 12/13
Storytimes (ages 0-5)	5139	3452
Tours/group visits (ages 0-5)	36	n/a
School Age/Family Programs	4027	2432
Tours/group visits (ages 6-12)	666	n/a
Outreach (ages 6-12)	456	n/a
Programs (ages 13-18)	150	68
Adult Programming	856	n/a
Books for the Homebound Delivered	27	n/a

The Laconic Literacy Ledger

Literacy Services has had a revolutionary year. After surviving without a coordinator for nearly a year, the program shrank to less than two dozen tutoring pairs.

Since I was hired as the new coordinator in January, the entire department has received a complete overhaul, from furniture to curriculum and from training to outreach. It has seen tremendous growth and now has more than 50 tutoring pairs, a strong curriculum, and a growing community presence.

Literacy Services works closely with the Woodland Joint Unified School District to identify and recruit learners, the downtown business community to obtain supporters, and the public library literacy community to learn and to improve the program at WPL.

Despite the tumultuous year, volunteers contributed 3265 hours of tutoring for 205 students to improve their English reading and writing skills, earn their GED, improve job prospects, and become more involved with their families and communities.

Statewide, library literacy programs celebrated their 30th anniversary in September. WPLLS hosted a Walk a Mile event and presented a proclamation to the City Council. LS has also participated in the First Friday Art Walks, recruiting numerous tutors from attendees.

Looking forward, WPLLS has been obtaining grants to expand the program to include families and to participate in more local programs and events in order to recruit both learners and tutors.

-Trina Camping

WOODLAND PUBLIC LIBRARY

250 First St
Woodland, CA 95695
530-661-5980

cityofwoodland.org/library
library@cityofwoodland.org

Past

In 2015 Woodland Public Library will be celebrating its 110th year in our beautiful Carnegie Building

Andrew Carnegie, who helped build 1,681 public libraries in the United States from 1886 to 1923 (142 in California), funded the original building of the Woodland Public Library. Placed on the National Register of Historic Places in 1981, the Library is the oldest continuously operated Carnegie library in California.

The building was completed in 1905 by the construction firm of local resident William Henry Curson. The San Francisco architectural firm of Dodge and Dolliver designed the building. When the building was complete, they took the architectural plans with them to their San Francisco office for safekeeping. All the plans were destroyed in the San Francisco earthquake and fire of 1906.

Present

Mural in Children's Area Completed

The Library participated in the Annual Holiday Parade. If you give a kid a book, chance are they will want another one.

Future

The passage of Measure J will bring many changes to the Library. Thank you! Beginning in January 2015, the Library will have new hours - open Friday afternoons and Saturday mornings.

Additional funding will expand programming in the Library and outreach into the community.

We are looking forward to engaging with the community through:

- Implementing Very Eager Reader Early Literacy storytimes and family events,
- Offering Teen Services through book clubs, volunteer opportunities, and expanded Teen Only hours during the school year,
- Developing library programs and services through the build-out and development of the Library basement - thank you to Measure E!
- Expanding early learning collections and common core support,
- Offering online tutoring and language learning programs, and
- Extending community outreach programs.

Growing Readers

TO INFORM, TO ENHANCE THE QUALITY OF LIFE, AND TO FOSTER LIFE-LONG LEARNING

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

2.

File #:	14-446	Version: 1		Name:	Council Meeting Minutes
Type:	Minutes			Status:	Agenda Ready
File created:	10/31/2014			In control:	City Council
On agenda:	11/4/2014			Final action:	
Title:	SUBJECT:	Council Meeting Minutes			

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meetings of October 7, 2014 and October 21, 2014.

Sponsors:

Indexes:

Code sections:

Attachments: 10_07_14_DRAFT_Meeting_Minutes_for_approval
10_21_14_DRAFT_Meeting_Minutes_for_approval

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Council Meeting Minutes

Recommendation for Action : Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meetings of October 7, 2014 and October 21, 2014.

Staff Contact

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

Prepared by: Ana Gonzalez, City Clerk

Paul Navazio, City Manager

Attachment

City of Woodland

300 First Street
Woodland, CA 95695

Meeting Minutes - Draft

Tuesday, October 7, 2014

6:00 PM

Council Chambers

<u>City Council</u>

CITY COUNCIL
CLOSED SESSION AGENDA
OCTOBER 7, 2014
5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B. 1 Conference with Labor Negotiators, Pursuant to Government Code Section 54957.
Agency Designated Representatives: Paul Navazio
Employee Organization(s): Confidential Unit/Executive Management

A M E N D E D A G E N D A

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
OCTOBER 7, 2014
6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

Present: 5 - Council Member Jim Hilliard, Council Member Sean Denny, Council Member Angel Barajas, Mayor Tom Stallard and Mayor Pro Tem William Marble

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Planning Commissioner Chris Holt.

D. COMMUNICATIONS-PUBLIC COMMENT

Rick Gonzales with the Mexican American Concilio, spoke regarding the 30th Annual Concilio Recognition Dinner that will take place on Saturday, October 25, 2014 at the Community and Senior Center.

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Council Members/Staff.

14-405 SUBJECT: Long Range Calendar

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

F. COMMITTEE REPORTS

Council Members received the Commission on Aging Meeting Minutes for July 10, 2014 and the Parks & Recreation Commission Meeting Minutes for July 28, 2014.

14-386 SUBJECT: Commission on Aging Meeting Minutes for July 10, 2014

Recommendation for Action: Staff recommends that the City Council receive the July 10, 2014 Commission on Aging Minutes that were approved on September 11, 2014.

14-396 SUBJECT: Parks & Recreation Commission Meeting Minutes for July 28, 2014

Recommendation for Action: Staff recommends that the City Council receive the July 28, 2014 Parks & Recreation Commission Minutes that were approved on September 22, 2014.

G. MINUTES

On a motion by Council Member Hilliard, seconded by Council Member Denny and carried unanimously, Council Members approved the attached minutes with changes to the minutes of September 16, 2014, Item No. 17, to reflect a motion to oppose Proposition 46 on a 3-1 (abstain) vote.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

14-411 SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting and Joint Special City Council/Successor Agency meeting of September 2, 2014 and the Joint Regular City Council/Woodland Finance Authority/Successor Agency meeting of September 16, 2014

H. PRESENTATIONS

On a motion by Council Member Denny, seconded by Council Member Barajas and carried unanimously, the Presentations were accepted.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

1. 14-393 SUBJECT: Proclaim October, 2014 as Community Planning Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation proclaiming the month of October, 2014 as Community Planning Month.

2. **14-415** SUBJECT: Fourth and Hope Presentation

Recommendation for Action: Staff recommends that the City Council receive a presentation from Fourth and Hope.

I. CONSENT CALENDAR

On a motion by Mayor Pro Tem Marble, seconded by Council Member Hilliard and carried unanimously, Consent Calendar Item No. 4 through 9 and 11 through 14 were approved. Item No. 3 will be brought forward to Council at a later date and Item No. 10 was pulled for discussion.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

3. **14-357** SUBJECT: Final Acceptance and Notice of Completion for the Oak Avenue Sewer Rehabilitation, CIP 14-21

Recommendation for Action: Staff recommends that the City Council accept the Oak Avenue Sewer Rehabilitation, CIP 14-21 construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Item was pulled from Consent Calendar and will come back to Council at a later date.

4. **14-389** SUBJECT: Final Acceptance and Notice of Completion for the 2013/2014 ADA Improvements, CIP #14-05

Recommendation for Action: Staff recommends that the City Council accept as complete the contract with RSC General & Engineering, Inc. for work on the 2013/2014 ADA Improvements and authorize the City Clerk to file a Notice of Completion.

This Consent Item(s) was approved on the Consent Agenda

5. **14-359** SUBJECT: Contract Award - FY2014/15 Annual Cyclical Tree Pruning

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _______ authorizing the City Manager to execute the FY2014/15 annual cyclical tree pruning and maintenance service contract to West Coast Arborist (WCA) in the amount not-to-exceed $150,000.

This Consent item(s) was approved on the Consent Agenda. Resolution No. 6324, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZATION THE CITY MANAGER TO EXECUTE THE FY2014/15 CONTRACT WITH WEST COAST ARBORISTS IN THE AMOUNT OF ONE HUNDRED FIFTY-FIVE THOUSAND DOLLARS.

6. 14-369 SUBJECT: Approve Temporary Construction Easement Agreement with M.B. Beeman Family Trust for Water Transmission Line East, CIP 11-14

Recommendation for Action: Staff recommends that City Council adopt Resolution No. _____ approving a Temporary Construction Easement Agreement (Agreement) with the M.B. Beeman Family Trust for construction of the Water Transmission Line East, CIP 11-14, and authorize the City Manager to sign the Agreement...body

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6325, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A TEMPORARY CONSTRUCTION EASEMENT AGREEMENT FOR THE PURCHASE OF AN EASEMENT REQUIRED FOR CONSTRUCTION OF CIP 11-14, LOCAL PIPELINE PROJECT EAST AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT.

7. 14-382 SUBJECT: Carry over of $154,451 from the 2013/2014 Water Fund to the Dog Gone Alley Water Main Replacement Project, CIP #15-15.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____authorizing the City Manager to re-appropriate $154,451 from the FY 13/14 Water Distribution Program savings to the Dog Gone Alley Water Main Replacement Project, CIP #15-15.

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6326, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR THE CARRY OVER OF 2013/2014 WATER FUNDS TO THE DOG GONE ALLEY WATER MAIN REPLACEMENT PROJECT, CIP #15-15.

8. 14-392 SUBJECT: Approval of Management Agent Selection for Leisureville Community Association

Recommendation for Action: Staff recommends that the City Council approve the selection of Laughton Properties as the new management agent for the Leisureville Community Association (LCA).

This Consent Item(s) was approved on the Consent Agenda

9. 14-364 SUBJECT: Approval of Subrecipient Agreements for Yolo Wayfarer Center Funded Through 2013 Continuum of Care Program Grant

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute two subrecipient agreement in substantially the same form presented to the City Council with the Yolo Wayfarer Center (dba Fourth and Hope) funded through 2013 Continuum of Care (CoC) Program grants in the amounts of $23,806 and $24,007 and authorizes the Finance Officer to amend the budget as necessary.

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6327, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO EXECUTE TWO SUBRECIPIENT AGREEMENTS WITH THE YOLO WAYFARER CENTER FOR CONTINUUMM OF CARE PROGRAM GRANTS (2013 PSH GRANTS FOR CHORNICALLY HOMELESS INDIVIDUALS AND FAMILIES).

11. 14-410 SUBJECT: Fire Apparatus Lease Purchase Agreement with Oshkosh Capital

Recommendation for Action: Staff recommends that the City approve Resolution No. _____ to authorize the City Manager to execute a Master Lease-Purchase Agreement with Oshkosh Capital for lease of three fire apparatus in an amount not to exceed $1.14 million principal costs.

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6329, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING FIRE APPARATUS LEASE PURCHASE AGREEMENT WITH OSHKOSH CAPITAL.

12. 14-388 SUBJECT: Second Reading - Home Occupations Ordinance Amendment to Allow Cottage Food Operations in Residential Areas

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. 1569 amending the City's Home Occupations Ordinance to allow Cottage Food Operations in residential areas. The proposed Ordinance will amend Sections 25-3-10 (Definitions), 25-21-45 (Home Occupations Ordinance), 25-4-10 (Residential Land Use, Table 1) and 25-4-20 (Special Conditions) of the Woodland Municipal Code.

This Consent Item(s) was approved on the Consent Agenda. Ordinance No. 1569, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTIONS 25-3-10, 25-4-10, 25-4-20 AND 25-21-45 OF THE WOODLAND MUNICIPAL CODE RELATING TO HOME OCCUPATIONS.

13. 14-403 SUBJECT: Second Reading - Rescission of Woodland Gateway Phase II Project Approvals

Recommendation for Action: Staff recommends that the City Council take the following actions:

(1) Adopt Ordinance No. 1570, Setting Aside Prior Approval for Execution of a Development Agreement Concerning the Woodland Gateway Phase II Project; and

(2) Adopt Ordinance No. 1571, Setting Aside Prior Approval for Prezoning the Woodland Gateway Phase II Project to General Commercial (C-2) (PD) and Agriculture (A-1)

This Consent Item(s) was approved on the Consent Agenda. Ordinance No. 1570, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND SETTING ASIDE PRIOR APPROVAL FOR EXECUTION OF A DEVELOPMENT AGREEMENT CONCERNING THE WOODLAND GATEWAY PHASE II PROJECT and Ordinance No. 1571, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND SETTING ASIDE PRIOR APPROVAL FOR PREZONING THE WOODLAND GATEWAY PHASE II PROJECT TO GENERAL COMMERCIAL (C-2) (PD) AND AGRICULTURE (A-1).

14. 14-399 SUBJECT: Treasurer's Investment Report Quarter Ending June 30, 2014

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2014.

This Consent Item(s) was approved on the Consent Agenda

10. 14-401 SUBJECT: Purchase of Six Replacement Police Patrol Vehicles

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the purchase of six (6) Ford Interceptor Utility vehicles for Police patrol operations under State of California contract number 1-12-23-14.

Item was pulled from Consent Calendar for discussion. Resolution was not approved. On a motion by Mayor Pro Tem Marble, seconded by Council Member Denny and carried unanimously, Council Members approved the second option presented by City Manager Navazio which was that the City do their own formal bid procurement, not limited to local vendors and anyone can submit a bid. Rather than determine to picky-back on somebody else's contract to purchase a vehicle, City will do their own procurement bid and come back to council with a recommendation on the results of the bid applying our local vendor preference as appropriate.

J. REPORTS OF THE CITY MANAGER

15. 14-407 SUBJECT: Appointment of Board and Commission Members

Recommendation for Action: Staff recommends that the City Council consider and appoint collectively the members to the Commission on Aging, Parks and Recreation Commission and the Library Board as recommended by Mayor Stallard and Mayor Pro Tem Marble.

On a motion by Mayor Stallard, seconded by Council Member Hilliard and carried unanimously, Council Members approved the appointment of Therese Brown to the Commission on Aging, Edgar Lampkin to the Library Board, Stephanie Miller to the Parks & Recreation Commission and James Vorhees to

the Traffic Safety Commission.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

16. 14-397 SUBJECT: Community Service Awards Nominating Committee

Recommendation for Action: Staff recommends that the City Council appoint a new Nominating Committee at the October 7 regular City Council meeting for the 2015 Community Service Awards.

Council Members appointed a new Nominating Committee for the 2015 Community Service Awards. Mayor Stallard appointed Jorge Ayala and Dotty Pritchard, Vice Mayor Pro Tem Marble appointed Debbie Hoppin, Council Member Hilliard appointed Rob Wallace, Council Member Denny appointed Don Campbell and Council Member Barajas appointed Juan Hernandez.

17. 14-391 SUBJECT: Spring Lake First Release Oversizing Reimbursement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ authorizing the City Manager to distribute reimbursement of available funds to first release developers, and appropriating $6,747,300 in the FY2014/15 budget for reimbursements.

On a motion by Mayor Pro Tem Marble, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6330, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO DISTRIBUTE REIMBURSEMENT OF AVAILABLE FUNDS TO FIRST RELEASE DEVELOPERS IN SPRING LAKE.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

18. 14-400 SUBJECT: Department of Defense Excess Property (1033) Program

Recommendation for Action: Staff recommends that the City Council receive this informational report on the city's participation in the Department of Defense Excess Property (1033) Program. As an informational report, no Council additional action is needed.

Council Members received an informational report, from Police Chief Dan Bellini, on the City's participation in the Department of Defense Excess Property (1033) Program. No action was taken, informational only.

19. 14-406 SUBJECT: Consideration of City Position on Proposition 1 - State Water Bond

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ in support of Proposition 1, State Water Bond, appearing on the November 4, 2014 ballot.

On a motion by Mayor Pro Tem Marble, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6331, A

RESOLUTION OF THE COUNCIL OF THE CITY OF WOODLAND SUPPORTING PROPOSITION 1.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

20. 14-398

SUBJECT: Consideration of City Position on Proposition 47 - The Safe Neighborhoods and Schools Act

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ opposing Proposition 47 appearing on the November 4, 2014 ballot

On a motion by Mayor Pro Tem Marble, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6332, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND OPPOSING PROPOSITION 47.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

K. ADJOURNED AT 7:27PM

Respectfully submitted,

Ana B. Gonzalez
City Clerk

City of Woodland

300 First Street
Woodland, CA 95695

Meeting Minutes - Draft

Tuesday, October 21, 2014

6:00 PM

Council Chambers

City Council

A. CALL TO ORDER

B. CLOSED SESSION

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
OCTOBER 21, 2014
6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

Present: 5 - Council Member Jim Hilliard, Council Member Sean Denny, Council Member Angel Barajas, Mayor Tom Stallard and Mayor Pro Tem William Marble

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

Paula Crum submitted a Speaker Card for Item No. 7, Kentucky Avenue Widening.

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Council Members/Staff.

14-429 SUBJECT: Long Range Calendar

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

G. PRESENTATIONS

On a motion by Council Member Denny, seconded by Council Member Barajas and carried unanimously, Council Members recognized Police Service Dog Uran for his eight years of loyal service to the community of Woodland.

1. 14-404 SUBJECT: Certificate of Appreciation Recognizing Police Service Dog Uran

Recommendation for Action: Staff recommends that the City Council recognize Police Service Dog Uran for his eight years of loyal service to the community of Woodland.

F. COMMITTEE REPORTS

On a motion by Council Member Barajas, seconded by Council Member Denny

and carried unanimously, Council Members accepted the Planning Commission Meeting Minutes of August 21, 2014.

14-412 SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Woodland Planning Commission meetings of August 21, 2014.

H. CONSENT CALENDAR

City Manager Navazio suggested that Item No. 3 be moved from the Consent Calendar for a brief report and also requested that Items No. 6 and 8 on the Regular calendar be deferred to a future meeting. On a motion by Council Member Hilliard, seconded by Council Member Barajas and carried unanimously, Council Members accepted Consent Calendar Items No. 2, 4 and 5.

2. 14-357 SUBJECT: Final Acceptance and Notice of Completion for the Oak Avenue Sewer Rehabilitation, CIP 14-21

Recommendation for Action: Staff recommends that the City Council accept the Oak Avenue Sewer Rehabilitation, CIP 14-21 construction contract as complete and authorize the City Clerk to file a Notice of Completion.

This Consent Item(s) was approved on the Consent Agenda.

4. 14-426 SUBJECT: Consider approval of an Agreement between the City of Woodland and the Woodland-Davis Clean Water Agency for Treasurer/Auditor Services

Recommendation for Action: Staff recommends that the Council approve the proposed Agreement for Treasurer/Auditor Services between Woodland-Davis Clean Water Agency and City of Woodland and authorize the City Manager to execute the final agreement.

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6334, A RESOLUTION OF THE COUNCIL OF THE CITY OF WOODLAND APPROVING REIMBURSEMENT AGREEMENT WITH THE WOODLAND-DAVIS CLEAN WATER AGENCY FOR TREASURER/AUDITOR SERVICES.

5. 14-431 SUBJECT: Adopt Resolution to Approve and Implement a Labor Agreement with the Confidential Employees of the City of Woodland, through June 30, 2017.

Recommendation for Action: Staff recommends that the City Council Adopt Resolution No. _____ implementing a new labor agreement with the Confidential Employees of the City of Woodland through June 30, 2017, which supersedes the prior agreement which expired on June 30, 2011.

This Consent Item(s) was approved on the Consent Agenda. Resolution No. 6335, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS FOR CONFIDENTIAL EMPLOYEES.

I. REPORTS OF THE CITY MANAGER

3. 14-394 SUBJECT: Approve the Purchase and Installation of Playground Equipment for Crawford Park

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for Crawford Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed one hundred twenty-five thousand dollars.

On a motion by Mayor Stallard, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6333, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH MIRACLE PLAYSYSTEMS, INC. UTILIZING CALIFORNIA MUNICIPAL AWARD SCHEDULE (CMAS) PRICING IN THE AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-FIVE THOUSAND DOLLARS.

6. 14-427 SUBJECT: PG&E and Empower Efficiency Partnership Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ and enter into the partnership agreement with PG&E and Empower Efficiency to support a residential energy efficiency marketing program in Woodland.

THIS ITEM WAS PULLED AND DEFERRED TO A FUTURE MEETING.

7. 14-417 SUBJECT: Kentucky Avenue Widening and Complete Streets Improvement Project, CIP 04-07, Approve Environmental Document

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ approving the Mitigated Negative Declaration, directing that a Notice of Determination be filed, adopting the Mitigation Monitoring Reporting Program; and approving the proposed Kentucky Avenue Widening and Complete Streets Improvement Project, CIP 04-07...body

On a motion by Mayor Pro Tem Marble, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6336, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE MITIGATED NEGATIVE DECLARATION FOR THE KENTUCKY AVENUE WIDENING AND COMPLETE STREETS PROJECT, CIP 04-07.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

8. **14-339** SUBJECT: Approval of $165,597 Loan for Mutual Housing California's Spring Lake Multi-Family Affordable Housing Project

Recommendation for Action: Staff recommends that the City Council:
1. Adopt Resolution No. _____ approving a $165,597 non-interest bearing loan with a 55-year term funded through the Spring Lake Affordable Housing Fund for Mutual Housing California's Spring Lake affordable multi-family project; and
2. Authorize the City Manager to execute any and all documents needed for the City to carry out the project.

THIS ITEM WAS PULLED AND DEFERRED TO A FUTURE MEETING.

9. **14-432** SUBJECT: Measure J Spending Plan - Authorizing Initial FY2014/15 Program Implementation

Recommendation for Action: Staff recommends that the City Council approve specific FY2014/15 Measure J funding allocations and related actions for initial program implementation to support:
1) Expanded Library Hours of Operation and Youth Programming ($300,000)
2) Afterschool Programming and Youth Sports Player Fees ($320,000)
3) Neighborhood Crime Prevention and Police Volunteer Initiatives ($50,000)

On a motion by Mayor Pro Tem Marble, seconded by Council Member Denny and carried unanimously, Council Members approved the Measure J spending as presented by staff.

Ayes: 5 - Council Member Hilliard, Council Member Denny, Council Member Barajas, Mayor Stallard and Mayor Pro Tem Marble

10. **14-430** SUBJECT: Follow-up from Retreat/Study Session: City Council Priority Goals (2014-2016)

Recommendation for Action: Staff recommends that the City Council receive this informational staff report summarizing the City Council's Priority Goals for 2014-16, as discussed and refined through the Council Retreat and follow-up with selected Council Subcommittees.

Council Members received an informational report from City Manager Paul Navazio summarizing the City Council's Priority Goals for 2014-16 as discussed and refined through the Council Retreat and follow-up with selected Council subcommitees.

J. ADJOURNED AT 7:05PM

Respectfully submitted,

Ana G. Gonzalez
City Clerk

Legislation Details (With Text)

3.

File #:	14-434	Version: 2	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	10/21/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

Title: SUBJECT: Community Development Department's Quarterly Status Report

Recommendation for Action: Staff recommends that the City Council receive the Community Development Department's Quarterly Status report.

Sponsors:

Indexes:

Code sections:

Attachments: CDD Quarterly Status Report
CDD - Capital Project Status Report

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Community Development Department's Quarterly Status Report

Recommendation for Action : Staff recommends that the City Council receive the Community Development Department's Quarterly Status report.

Staff Contact

Alex Halcon, Management Analyst - 530-661-5885, Alex.Halcon@cityofwoodland.org

Fiscal Impact

This is an informational item with no fiscal impact.

Report in Brief

Attached is the Community Development Department's (CDD) Monthly Quarterly Report. The report highlights building activity, major development projects, and activities of the Successor Agency/former Redevelopment Agency ***from August 1, 2014 to September 30, 2014.***

Additionally, we have included the current Capital Project Status Report providing an update of the projects through September 30, 2014.

Prepared by: Alex Halcon, Management Analyst

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

Attachment: CDD Quarterly Status Report, CIP Status Report

PROJECT UPDATE

Activities from August 1 to September 30, 2014

PLANNING AND DEVELOPMENT APPLICATIONS

Project:	**Summary Project Applications from August 1, 2014 through September 30, 2014**		
Phase:	N/A	**PM:**	Planning Staff
Location:	Citywide		
Description:	Planning project applications processed		
Status:	• 1 Design Review application for a Cell Tower at Trade Circle • 2 Site Plan and Design Review applications for the renovation of the State Theater to provide 2 theaters and the construction of a new 20,450 square foot addition with 8 theaters; and for a new building, Dignity Health at Woodland Gateway Center • 12 Design Review Sign Applications • 1 Lot Merger, 1 Design Reviews for Minor Exterior Improvements. • 1 new Single family home and accessory structure on West Street, 18 new single family home building permits issued for Lennar in Spring Lake, and one home on Motta Street. • 1 Proposed amendment to the Sign Ordinance for consideration of a off-site electronic message center on I-5.		

Project:	**Woodland Commerce Center**		
Phase:	Environmental Review for DEIR	**PM:**	Erika Bumgardner
Location:	NW corner of East Main Street and CR 102		
Description:	Proposed annexation for 146-acre site with a GP land designation of Industrial and pre-zoned Industrial.		
Status:	Draft Program EIR circulated during the period of April 26 – June 10, 2013. RBF, the City's environmental consultant, and City staff have prepared responses to the comments received on the Draft EIR. City staff is preparing the Development Agreement for the project.		

Project:	**Digital Freeway Sign**		
Phase:	Initial Review	**PM:**	Erika Bumgardner
Location:	2140 Freeway Drive		
Description:	Proposed digital freeway sign and related Sign Ordinance Amendment to allow digital freeway signs.		
Status:	Project and proposed amendment is currently under review.		

Project:	**Home Occupations Ordinance Amendment to allow Cottage Food Operations**
Phase:	Categorical Exemption **PM:** Erika Bumgardner
Location:	City of Woodland Residentially Zoning Areas
Description:	The City of Woodland is recommending amendments to Section 25-3-10, 25-21-45, 25-4-10, and 25-4-20 of the Woodland Municipal Code to allow Cottage Food Operations to operate within residentially zoned areas within the city, consistent with California law and State Assembly Bill 1616, as a component of the city's existing Home Occupations Ordinance.
Status:	The City Council conducted the Public Hearing on September 16, 2014. The Second Reading and Adoption of the Ordinance was held October 7, 2014.

Project:	**Blue Note Brewing Company Conditional Use Permit**
Phase:	Categorical Exemption **PM:** Erika Bumgardner
Location:	707 Main Street (Access from Dead Cat Alley)
Description:	Request for a CUP to allow a small brewery and tasting room including on- and off-site alcohol sales and limited special events at 707 Main Street, Unit 201 in the Central Business District, Downtown Specific Plan, Area A2.
Status:	Planning Commission approved the CUP at a Public Hearing on October 2, 2014.

Project:	**Woodland Spring Lake Partnership (Spring Lake Central)**
Phase:	Initial Review PM: Cindy Norris/Paul Hanson
Location:	West of Harry Lorenzo, North of Heritage Parkway
Description:	105 acres of land; Proposed Tentative Map, Rezone and General Plan Amendment to replace the Spring Lake Central project previously approved in Feb 2007. The new application proposes to reconfigure the land uses within the project and subdivide the single family lots. The application proposes to remove the central commercial acreage and provide approximately 612 new units; 405 single family, 22 half-plex and 185 multi-family. One acre fire station and a 4.3 acre park site.
Status:	The General Plan petition was approved by Planning Commission on March 6, 2014. Staff has been working with the applicant on design revisions.

Project:	**Heritage Remainder (Tentative Map #4784) General Plan Amendment and Rezone; Turn of the Century, LLC**
Phase:	Initial Review **PM:** Paul Hanson
Location:	Northwest corner of County Road 25A and County Road 102; extending west along County Road 25A
Description:	A proposed General Plan and Spring Lake Specific Plan Amendment to rezone undeveloped portions of the Heritage Remainder Area (Vesting Map #4784). The amendment will re-zone the existing 38.3 acre R-3 and the 1.22 acre Affordable Housing designations to R-4 (4 du/acre). The proposal reconfigures the site layout, shifting the existing R-15 area immediately south of its current location and increases the acreage from 8.22 to 9.14 acres. The amendment results in 297-343 units total; an average of 5.3 du/acre.
Status:	The General Plan and Specific Plan amendments were approved by the City Council on July 1, 2014. In addition, an amendment to the Spring Lake Affordable Housing Plan was approved to allow projects with greater than 50 units the option of paying in-lieu fees for required affordable units. Staff has met with a builder who has indicated interest in a portion of the lots.

Project:	**Cal West (Tentative Map # 4991) General Plan Amendment and Rezone; Cal West Investors, LLC**
Phase:	Initial Review **PM:** Cindy Norris/ Erika Bumgardner
Location:	Northwest Corner of Harry Lorenzo Avenue and Farmers Central Rd and east of HWY 113
Description:	A proposed General Plan and Spring Lake Specific Plan Amendment to re-zone the existing 5.6 acre, R-15 designation to R-8. The amendment will also re-zone the existing 2.4 acre, Neighborhood Commercial site to R-8 and reconfigure the existing Park to front solely on Farmer's Central Road. The amendment will result in 227 units or 6 du/acre.
Status:	The General Plan petition was approved by Planning Commission on March 6, 2014. The project is currently under review. On July 15, 2014 the City received comments from Spring Lake residents. On October 10, 2014, the City issued a response letter to the concerns and questions that relate to commercial rezoning, park construction, schools, and other issues.

Project:	**Prudler Tentative map # 4856, General Plan Amendment and Rezone (Map revision)**
Phase:	Initial Review **PM:** Paul Hanson
Location:	North of Sports Park Drive, East of East Street and South of the County Fair Mall.
Description:	A proposed General Plan Amendment to amend the land use from General Commercial to Residential. Proposed rezone from C-2 to R-1 and a revised subdivision map for a total of 204 lots of which 86 units will be at an R-5 density and 118 at an R-8 density, for a total project density of 5.85 units/ac.
Status:	The project is currently under review. A planning consultant firm, Raney Planning and Management, has been hired to assist with project management. Staff has been working with the applicant on possible design revisions and completing required technical analyses.

Project:	**Final Map 5004, Parkview**		
Phase:	Construction	**PM:**	Bruce Pollard/Jim Heath
Location:	Spring Lake south of Jack Slaven Park		
Description:	Final map with 108 SFD buildable lots		
Status:	The Final Map was approved by City Council on July 20, 2013. The project, by Taylor Morrison, is currently under construction.		

Project:	**Final Map 5019 Heritage 4C & 7 phase 1**		
Phase:	Design Review	**PM:**	Bruce Pollard
Location:	Spring Lake south of Heritage Parkway on Miekle Avenue		
Description:	Will result in 13 SFD buildable lots		
Status:	The Final Map was approved by City Council on April 2, 2013. The subdivision, Camelia by Lennar, is currently under construction.		

Project:	**Final Map 5029 Heritage 4C & 7**		
Phase:	Design Review	**PM:**	Bruce Pollard/Jim Heath
Location:	Spring Lake south of Heritage Parkway on Miekle Avenue		
Description:	Final map with 65 SFD		
Status:	The project, Camelia by Lennar Homes, is currently under construction.		

Project:	**Final Map 5030 Heritage 4A**		
Phase:	Construction	**PM:**	Bruce Pollard/Jim Heath
Location:	Spring Lake south of Heritage Parkway on Miekle Avenue		
Description:	Final map with 20 SFD lots buildable lots		
Status:	The project is currently under construction by Lennar Homes		

Project:	**Final Map 4853 Solara Ranch**		
Phase:	Plan Submittal	**PM:**	Bruce Pollard
Location:	Spring Lake East of Beeghly Ranch (Parkland extension)		
Description:	Final map with 94 lots		
Status:	Civil improvement plans are complete and a map was submitted for first plan check. Completion timing will be based on the settlement of the Development Agreement (DA) amendment and Pulte legal dispute. Staff has met with the applicant concerning architectural review. DA amendment tentatively scheduled for PC November 6th meeting.		

Project:	**Final Map 4986 Heidrick II and Heidrick III**		
Phase:	Final Map Review/Grading	**PM:**	Bruce Pollard/Jim Heath
Location:	Spring Lake West of Pioneer Avenue and South of Farmers Central Road		
Description:	Final map with 99 SFD buildable lots		
Status:	Civil improvement plans completed for both Heidrick II and III. Map submitted for map check. Developer requesting grading permit to start prior to reconciling map and construction phasing issues.		

Project:	**Mutual Housing at Spring Lake (Spring Lake Housing Associates)**		
Phase:	Approved	**PM:**	Paul Hanson
Location:	Spring Lake – Pioneer Avenue, Farmers Central Road, Brubaker Street, and Armus Place.		
Description:	The *Mutual Housing at Spring Lake* apartment project is a 101 unit multi-family residential project on a 5 acre parcel within the R-25 zone.		
Status:	(No Change) Approved by Planning Commission on July 21, 2011. The project was awarded tax credits in June 2013 and construction of the first 62 units started Fall 2013. Building permit has been issued for 62 units and is under construction.		

Project:	**Spare Time, Inc**		
Phase:	Approved	**PM:**	Paul Hanson
Location:	Molly Avenue and Betty Avenue		
Description:	Tentative Map Tentative Subdivision Map No. 4581 to subdivide APNs 066-122-060 totaling 5.65 acres into 34 single family lots and 4 half-plex lots.		
Status:	(No Change) Approved by Planning Commission on November 1, 2007 and expires on November 1, 2014.		

Project:	**Velocity Island Cable Wakeboard Park**		
Phase:	Construction	**PM:**	Bruce Pollard/Jim Heath/ Paul Hanson
Location:	755 North East Street		
Description:	Cable wakeboard park (a surface water sport) within the City's 15-acre Dubach Detention Basin		
Status:	Project open and operating. Some Civil improvements deferred		

Project:	**New Court House**		
Phase:	Construction	**PM:**	Bruce Pollard/Jim Heath
Location:	Main Street between 5th and 6th Streets		
Description:	Public Improvements related to a new Superior Court Building		
Status:	The project is now under construction.		

Project:	**Starbucks Drive-Thru at Ashley and Main in the Rite Aid Center**
Phase:	Review **PM:** Paul Hanson
Location:	271- 281 West Main Street
Description:	Petrovich Development Co. is requesting approval of a Conditional Use Permit to allow the construction of a 1,700 sq. ft. Starbucks with Drive-Thru and a 1,000 sq. ft. spec retail space.
Status:	This project is under construction

Project:	**Final Map TBD Remainder**
Phase:	Plan review **PM:** Bruce Pollard/Lolly Weichel
Location:	Springlake south of Lennar and Heritage subdivisions
Description:	Improvement plans for ~ 100 lots in the Heritage remainder
Status:	Plan checking second submittal of plans

Project:	**Fairfield Inn & Suites CUP/Design Review Modification**
Phase:	Review **PM:** Erika Bumgardner
Location:	2100 Freeway Drive
Description:	The project includes a modified exterior design concept for the Fairfield Inn & Suites located at 2100 Freeway Drive in the Highway Commercial Entryway Overlay Zone, from the original 2008 design approval and a reduction in the total number of bedrooms from 105 rooms (four stories) to 72 rooms (three stories). The modified design was approved by the Planning Commission on January 16, 2014. The project CUP was originally approved in 2008.
Status:	Project is currently in plan check review.

Project:	**Verizon Cell Tower at Woodland Sports Park CUP and Wireless Telecommunication Facilities Ordinance Amendment**
Phase:	Scheduled for hearing **PM:** Erika Bumgardner
Location:	2001 East Street
Description:	Conditional Use Permit to allow the construction and operation of a 90-foot tall telecommunications cellular tower and the installation of related ground equipment on an approximate 780 square foot lease area at 2001 East Street (Woodland Sports Park). The request also includes an amendment to the Zoning Ordinance to permit telecommunications antennas or towers on property that is owned, leased or otherwise controlled by the City through a Conditional Use Permit. The ordinance amendment includes updates to ensure that the City complies with recent federal requirements regarding processing co-location of multiple telecommunications equipment on a single tower.
Status:	The CUP was approved by the City Council on June 17, 2014 and the Ordinance Amendment was approved by the City Council on July 1, 2014. The cell tower is currently in plan check review.

Project:	**Design Review for a New Building located at the North East Corner of 6th and Main**		
Phase:	New Submittal	**PM:**	Erika Bumgardner
Location:	NEC 6th and Main Street		
Description:	A proposed 9,200 square foot retail shopping center located at the northeast corner of 6th and Main Streets. Retail tenants have not been identified; however there is space for up to 6 separate tenants in the center. Parcel Map No. 4929 was approved for the site in October 2007 in association with the proposed Rite Aid shopping center. The Rite Aid shopping center project was not completed and the current proposed project represents an entirely new development proposal for the site.		
Status:	The project is currently under review by staff for compliance with the Downtown Specific Plan, Zoning and Community Design Standards.		

Project:	**Cell Tower (Monopine) CUP at 96 West Main**		
Phase:	Review	**PM:**	Erika Bumgardner
Location:	96 West Main Street		
Description:	The applicant, AT&T Mobility, proposes to construct and operate a 95-foot tall telecommunications cellular tower in the shape of a pine tree (monopine) and to install related ground equipment within a 1,463 square foot lease area at 96 West Main Street, a .49 acre parcel with an existing 8,320 square foot commercial/office building located along the eastern half of the site.		
Status:	The project was approved by the Planning Commission on April 17, 2014 and is currently in plan check for review.		

Project:	**Woodland Christian School CUP/Design Review Modification**		
Phase:	Approved	**PM:**	Erika Bumgardner
Location:	1787 Matmor Road		
Description:	Request to approve a modification to an existing Conditional Use Permit. The proposal includes Site Plan and Design Review for the relocation of the originally approved kindergarten through 5th grade elementary school from the southern to the northern half of the project site. Minor location adjustments are proposed for the previously approved preschool building and high school gymnasium. The proposal also includes a new high school science building and the elimination of the previously approved church worship center and associated buildings.		
Status:	Project is under construction.		

Project:	**Proposed 90-foot Cell Tower in the CH/EOZ District at Hays Lane**		
Phase:	New Submittal	**PM:**	Erika Bumgardner
Location:	430 Douglas Lane		
Description:	Conditional Use Permit to construct and operate a 90-foot tall telecommunications cellular tower disguised as a water tank and to install related ground equipment within a 1,305 square foot lease area at 430 Douglas Lane, a vacant (undeveloped) 1 acre parcel. The project site will be accessed via a 15' non-exclusive access and utility easement from Hays Lane, south of the subject property.		
Status:	The project is currently under review by staff for conformance with Zoning requirements.		

Project:	**State Theater and Multi-Plex Site Plan and Design Review**		
Phase:	New Submittal	**PM:**	Cindy Norris
Location:	320- 338 Main Street		
Description:	A Site Plan and Design Review application proposal to renovate the existing State Theater, as well as to expand to the east across the adjacent easterly properties, 330, 334, and 338 Main Street. The proposal provides for a total of 1019 seats, 988 regular and 31 handicap. The existing State Theater will be fully renovated to include one large auditorium and one small theater with upgraded restrooms and a small café. The expansion to the east would accommodate a new main lobby and concession area with eight new theaters.		
Status:	The Project is currently under review.		

Project:	**Dignity Health Woodland Gateway Project**		
Phase:	New Submittal	**PM:**	Paul Hanson
Location:	2081 Bronze Star Drive		
Description:	The applicant, Petrovich Development Company, proposes to construct a 35,000 square foot medical office building for Dignity Health at the Woodland Gateway Center.		
Status:	Project comments have been sent to applicant		

Project:	**General Plan Update**		
Phase:	On-going	**PM:**	Cindy Norris
Location:	City Wide		

Description: A planned update to the City's 1996/2002 General Plan

Status: Heidi Tschudin has been hired as the General Plan Project Manager with Dyett and Bhatia hired as the General Plan Consultant.

Recent actions include:

- A City Council workshop on October 15, 2013 and a follow up meeting on November 19, 2013. Recommendations from that meeting include the following:
  1. That developing a flood solution, advancing job creation, promoting infill, and building out of the Spring Lake Specific Plan are top priorities for the General Plan update.
  2. That subsequent new growth should be prioritized in the following sequence subject to defining appropriate land use triggers for advancement of future planning and build –out of these areas: Master Plan Remainder Area, East Area, Northwest Area.
  3. That a range of growth rates (through 2035) should be analyzed: 180 dwelling units per year (0.8% annual average rate or 4,000 units over 22 years) and 400 dwelling units per year (1.7% annual average rate or 9,000 units over 22 years).
  4. Direct staff to prepare a preliminary land use map with these assumptions, seek community input including the General Plan Steering Committee.

- After review by the General Plan Steering Committee on April 7, 2014, a draft land use map, land use descriptions, and four conceptual development scenarios were developed with the intent of testing and analyzing the results. Consultant evaluations in the areas of fiscal/economic, transportation, stormwater, flood, water are currently underway. Additional evaluation and testing will be provided in the area of schools, parks, fire, police and other relevant service areas. Once analysis is complete the revised scenarios and the results of the testing will be presented in a series of meetings for review and discussion. The ultimate result at the end of this phase will be approval of a preferred development strategy. The General Plan team will then begin the process of drafting the general plan policies, text and conducting the environmental review.

- On July 17, 2014 the General Plan Team released the Final Update of the Opportunities and Challenges, Issues and Constraints Report.

- The General Plan Team is working to update the City's Vision and Guiding Principles statement based on input received by Council, the public and GP Steering Committee.

- Consultant assessments are currently underway in the areas of water, wastewater, public safety, transportation, and fiscal and economic conditions for the four scenarios.

BUILDING ACTIVITY

Project:	**Huntington Square Subdivision**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	Spring Lake at end of Matmor Dr.		
Description:	162 Single Family Home Development		
Status:	(No Change) 162 single family home permits have been issued. 150 homes have been finaled and 12 homes are currently under construction. There are 3 remaining lots. Sports Park Drive road construction is complete. Bike path and landscape will be completed this summer after water transmission line is installed.		

Project:	**Produce Market**		
Phase:	Plan Review	**PM:**	Paul Siegel / Paul Hanson
Location:	1490 E. Main St.		
Description:	Produce Market on 4.47 acres: Site will be on septic tank.		
Status:	Project is ready to issue. Applicant has put the project on hold until early next year.		

Project:	**Comfort Suites Hotel**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	2080 Freeway Drive		
Description:	Construction of 41,500 sq ft Hotel with 66 Rooms		
Status:	The permit was issued in December. Construction has started. Staff has been working with the applicant on their public art project component.		

Project:	**Mutual Housing at Spring Lake-New Affordable Housing Project**		
Phase:	Plan Review	**PM:**	Paul Siegel / Paul Hanson
Location:	2170 Farmers Central Road		
Description:	Construction of new apartment complex including 62 units and a community center building, and site improvements.		
Status:	The permit has been issued and the project is under construction.		

Project:	**Lennar Homes**		
Phase:	Permits Issued	**PM:**	Rick Essenwanger
Location:	Spring Lake Heritage Unit 4, south of Heritage Parkway		
Description:	Four Master Plans for 98 single family homes in an R-4 subdivision. 42 single family home permits have been issued. 11 homes have been finaled and 31 homes are currently under construction. There are 56 remaining lots.		
Status:	Project is in production phase.		

Project:	**Taylor Morrison Homes**		
Phase:	Permits Issued	**PM:**	Rick Essenwanger
Location:	Spring Lake Parkview Subdivision		
Description:	Six Master Plans for 108 single family homes in an R-8 zoning. 27 single family home permits have been issued. 0 homes have been finaled and 27 homes are currently under construction. There are 81 remaining lots.		
Status:	Project is in production phase.		

Project:	**Nguyen DDS Dental Office TI**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	351 Court		
Description:	Tenant Improvement and major remodel of building at Court and Elm		
Status:	The permit was issued in June. Construction has started.		

Project:	**Fairfield Inn & Suites**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	2100 Freeway Drive		
Description:	Plan Review of a 41,946 sq. ft. three story hotel with 72 units.		
Status:	Project is in plan check.		

Project:	**Starbucks Shell**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	271 West Main St		
Description:	Shell building located between Rite Aid and Burger King on West Main. Building will be home for future Starbucks.		
Status:	Project is in plan check.		

Project:	**Woodland Christian School CUP/Design Review Modification**		
Phase:	Plan Review	**PM:**	Rick Essenwanger
Location:	1787 Matmor Road		
Description:	Addition of classroom and assembly building and site access.		
Status:	Project is ready to issue.		

Project:	**Yogurt and Deli TI**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	540 Main Street		
Description:	Tenant Improvement for two users at the newly remodeled historic building at 540 Main.		
Status:	Projects are under construction. Opening in late Fall.		

Project:	**Subway Sandwich**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	709 Main Street		
Description:	Tenant Improvement for new Subway Sandwich.		
Status:	Project is in plan review		

Project:	**Prologis Tenant Improvement**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	2190 Hanson Way		
Description:	Tenant Improvement includes extensive remodel of office spaces. Other permits will include racking and conveyor systems		
Status:	Project is in construction		

Project:	**Continental Supply TI**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	460 Hater Ave Ste. A		
Description:	Tenant Improvement for industrial building. TI is for expansion of office space.		
Status:	Project is in construction		

CODE ENFORCEMENT

Reactive Enforcement:	**Status**				
	Number	**Open**	**Closed**	Pending	Notes
Calls for Service	89	**30**	**45**	30	
Code Complaints			**45**	30	
Complaints Unfounded	10				No code violations were found
Code Violations	76				Verified
Warning Notices	76				Issued
Code Compliance	45				code violations corrected
Abatement	0				
	Specific Nuisance Items				
Non-Operable Vehicles	15				95% of vehicles were removed
Junk and Debris	33				Blighted conditions
Illegal Construction (stop work notice)	0				(3) Stop work notices were posted
Parking on Landscaping	8				
Buildings (unsecure/vacant)	2				Building were abandoned or foreclosed
Obstruction of Public way	31				Overgrown shrubs or bush in setback areas blocking sight view or storing basketball hoops in public right-of-way
Prohibited signs	5				Posted, and re-moved
	Other Items				
Business License Inspections	8				Renewal inspections
	Ongoing Projects				
Proactive Enforcements	Status:	105 W. Main St. (Long John Silver) 439 Grand Ave 1225 Armfield Ave		Working closely with property owners and property managers, via phone to help maintain properties	
Non-Operable Vehicle		95% of vehicles were re-moved (see above)			
Foreclosure Monitoring					
	Public Outreach				
Business					
Workshops		Traffic/Engineering/Code Enforcement 6/12/2014 Yolo Co. Environmental and Consumer task Force, 6/19/2014			
Neighborhood Watch		Attended meeting, 6/10/2014			

SUCCESSOR AGENCY/FORMER REDEVELOPMENT

Project:	**AB1484 Low/Mod Due Diligence Fund Report Approval and Certification**
Phase:	Approval of Bond Expenditure Agreement/Winding Down Agency **PM:** Wendy Ross
Location:	Agency wide
Description:	Post-redevelopment and per AB1x 26 and subsequently AB1484, required activity to wind down Woodland Redevelopment Agency projects and allocation of funds.
Status:	The CA Department of Finance Finding of Completion was issued on May 7, 2013. The Department of Finance approved the addition of the CalHFA outstanding HELP loan for the Casa Del Sol in April 2013. It was determined that the Woodland Successor Agency is authorized by DOF to enter into Bond Expenditure Agreement, whereby the balance of Agency Bond proceeds in the amount of approximately $4.0m will be transferred to the City to be allocated to projects that qualify per the Official Statement of the Bonds, CA Redevelopment Law and the Woodland Redevelopment Plan. Staff has begun the process identify qualified priority projects. ROPS 14/15A is currently under review by the Department of Finance.

Economic Development Projects

Project:	**Yolo County Broadband Strategic Plan**
Phase:	underway **PM:** Wendy Ross
Location:	Countywide focus
Description:	Countywide collaboration to do a broadband Internet planning study to determine how we can best ensure that our businesses, residences and community anchors have access to affordable, reliable broadband Internet service that will meet their long term needs.
Status:	Completed second round of community stakeholder meetings with major businesses, government agencies and key stakeholders in region. Next step to assess the findings and review how each community is prepared to carry out the proposed strategy.

Project:	**Yolo County Recycle Market Development Zone designation**
Phase:	Set up underway **PM:** Wendy Ross
Location:	Countywide, excluding West Sacramento and Clarksburg area
Description:	Countywide Loan program to encourage recycling businesses within California to site new manufacturing facilities and expand existing operations. This program provides low-interest loans for the purchase of equipment and other relevant business costs. The intent of the program is to help manufacturers increase their processing capabilities and create additional markets for recycled-content products.
Status:	Recycle Market Development Zone (YoloRMDZ) was designated in fall 2013. Staff has secured URL www.YoloRMDZ.org. Working on Calrecycle website and Yolo County website. Zone is a 10 year designation.

Project:	**State Theatre**
Phase:	Design Review/Building Permit **PM:** Ken Hiatt
Location:	322 Main Street
Description:	Renovation and addition of State Theatre as 10 screen multiplex cinema with café.
Status:	City Council approved Disposition and Development Agreement with Cinema West on June 17, 2014. Escrow has been opened and evidence of financing provided by developer. Design review and building permit plans are being developed. Close of escrow and construction anticipated Winter 2015.

Project:	**Visitor Attraction**
Phase:	Ongoing
Location:	City and Countywide with focus on increasing hotel occupancy in Woodland
Description:	Market the City of Woodland and promote events to enhance Woodland as a visitor destination.
Status:	City has established a Memorandum of Understanding with Yolo county Visitor's Bureau with scope of services outlining activities to promote visitor attraction funded by the Hotel BID. City, in partnership with hoteliers and YCVB, is working towards increasing the BID from 1% to 1.5% to expand activities and increase emphasis on improving hotel occupancy in Woodland.

Business Licenses

New	Renewed	Closed
127	231	78

DETAILED PROJECT LISTING

ROADWAY PROJECTS

Project:	**00-06, I-5 and Highway 113 Interconnect, Phase 2**
Phase:	Delay **PM:** Ayon
Description:	This project includes the construction of the freeway to freeway connector from northbound I-5 to southbound SR 113. This project is being designed and managed by Caltrans.
Status:	• City is working with Caltrans to place this project on hold. The Co-op Agreement has been revised. • This Co-op Agreement was approved by Council on October 1, 2013. • In compliance with the Co-op Agreement, staff worked with Caltrans and SACOG to transfer unused federal funding to the I-5/CR-102 Landscaping project for Construction. • Staff is working with SACOG staff to transfer some funding from this project to the E. Main Street Improvement Project to expand the scope of the project to improve traffic handling in the corridor.

Project:	**04-07, Kentucky Avenue Complete Street Widening and Reconstruction Project**
Phase:	Design **PM:** Ayon
Description:	Project will reconstruct pavement and widen Kentucky Avenue to 4-lanes from East Street to College Street and will reconstruct pavement and make operational improvements from College Street to West Street. The project includes bicycle lanes, landscape separated sidewalks, landscaped medians, new and modified traffic signals and associated roadway utility improvements through the entire corridor from East to West streets.
Status:	• Design completion estimated winter 2015, currently at 50% design. • Construction scheduled for summer 2017 • Staff requested, and was granted, $11M in funding from SACOG for construction of the project. • Project is being designed under a contract with Psomas and design is approximately 50% complete. • A public meeting was held on September 24, 2014 in the City Council Chambers. • The draft environmental document (Mitigated Negative Declaration - MND) was released for public review on September 2, 2014 for a 30-day period. • The Final MND is scheduled to go to Council on October 21, 2014 for approval.

Project:	**08-58, Main Street Streetscape Enhancements (Third St to Sixth St)**		
Phase:	Design	**PM:**	Olmedo
Description:	Enhance downtown's role as the government, dining, entertainment, cultural and retail/specialty center of the community. Project limits are Main Street from East Street to Third Street. Improvements include curb bulb-outs at intersections, new curbs, gutters, sidewalks and landscaping along with other enhancements in the public right of way as appropriate or affordable. Funded by a SACOG 2010 Community Design Grant.		
Status:	• Design by Laugenour and Meikle is estimated to be complete fall 2014. • NEPA completed June 2014. Caltrans Right-of-Way & utility coordination completed July 2014. • Caltrans approved request for construction authorization. • Construction is scheduled for early summer 2015 to coordinate with the Courthouse construction schedule and to prevent construction damage to new improvements.		

Project:	**09-25, County Road 25A from County Road 101 to State Highway 113**		
Phase:	Design	**PM:**	Pollard
Description:	Pavement rehabilitation and widening of County Road 25A between Highway 113 and County Road 101. Final configuration will be a 2-lane roadway.		
Status:	• Design funding provided by Pulte (Centex) in January 2010. • Applicant has submitted and City has reviewed second submittal for Civil improvement plans. • Applicant has deposited funds for adding 25A to City responsibility. Action to be taken by council winter of 14/15.		

Project:	**10-07, East Kentucky Rehab (East to Harter)**		
Phase:	Construction	**PM:**	Heath
Description:	Project will rehabilitate E. Kentucky from East Street to Harter Avenue-Paddock Court; including adding bike lanes to close the bike system gap on Kentucky. The project will reconstruct the pavement, valley gutters and curb. This project is Federal-Aid funded by SACOG in 2012. Local funds are being used for design.		
Status:	• Bids were opened on July 15, 2014 • The construction contract was awarded to Teichert Construction in the amount of \$1,066,564 • Construction started August 25, 2014. • The project is on schedule and is expected to be completed by October 31, 2014st.		

Project:	**11-24, I-5 & CR 102 Interchange Landscaping**
Phase:	Design **PM:** Ayon
Description:	This project is the landscaping phase of the I-5/CR-102 Interchange Improvements Project (#97-24).
Status:	• Callander Associates completed 100% PS&E and is addressing recent Caltrans review comments to obtain a Caltrans Encroachment Permit. • The I-5/SR-113 (CIP 00-06) Co-op Agreement has been revised and staff has moved some federal funds to this project's construction. Staff is working with Caltrans and SACOG to move leftover federal funds from the I-5/CR-102 Interchange project (CIP 97-24) to this project. These federal funds can only be used for the I-5/CR-102 and I-5/SR-113 projects. • Staff working with PDC to obtain PDC's cost share for this project, per their Development Agreement. • Construction is anticipated to begin in spring 2015.

Project:	**11-27, Main Street and Cleveland Traffic Signal Improvements**
Phase:	Pre-Design **PM:** Heath
Description:	This project will upgrade the existing intersection and traffic signal equipment and will install vehicle detection on Cleveland St, new signal poles, new signal heads, pedestrian audible signals, and pedestrian signal heads. Project will also reconstruct the non-compliant ADA curb ramps at the intersection. This intersection is one of the top 10 accident locations, thus its selection for grant use.
Status:	• Design is substantially complete. Need to obtain NEPA and complete utility coordination. • Preparing specifications and estimate for bidding. • Construction anticipated summer 2015

Project:	**13-05, E. Main Street Improvement Project (East Street to Pioneer Ave.)**
Phase:	Pre-Design **PM:** Olmedo
Description:	Project will resurface E. Main Street between East Street and Pioneer Avenue to widen and improve bike lanes, complete sidewalks on the south side of the road. Staff is working to obtain additional funding to construct an off-street multi-use path on the north side of the roadway between Pioneer Avenue and Matmor Road
Status:	• Staff applied for and received $1 million in grant funding for the construction of this project. • Staff is working with SACOG and Caltrans to transfer remaining funding from I5/SR113 to this project to allow for the inclusion of the multi-use path. • Design is anticipated to begin late fall 2015 with construction funded in summer 2018. • Staff is working with SACOG staff to advance funding for the design of this project to 2014 to allow the project to start sooner. • RFQ for design services is due October 22, 2014.

Project:	**13-06, Safe Routes to School Improvement Project**
Phase:	Complete **PM:** Heath
Description:	Project will construct school area improvements to increase visibility of students walking and biking to school. Project includes driver feedback signs, lighted crosswalk and signing and striping improvements.
Status:	• The contract was awarded to Cal Electro, Inc. of Redding. • Construction started on July 25, 2013 and is anticipated to be complete by the end of January. • The issues with the power supplied by PG&E to the traffic signal at Gum and Matmor appear to have been resolved. The signal was turned on the morning of March 25. • The Contractor has not completed the project punchlist. • Staff submitted a claim in the amount of$ 43,715.13 to PG&E for the additional costs incurred due to the issues with the PG&E power supply.

Project:	**14-05, 2013/2014 ADA Improvements**
Phase:	Complete **PM:** Fong
Description:	Project will continue the ADA Priority path along Gibson Road near the hospital and will complete ramps in various other locations on the priority route.
Status:	• Design was complete March 2014 for construction summer 2014. • Council PS&E approval by Resolution No. 6218 on April 1, 2014 • Bids advertised on April 8, 2014 with bid opening on May 1, 2014. • Notice to proceed date of June 9, 2014 with project completion on July 31, 2014 • Council accepted the public improvements and authorized the filing of a Notice of Completion for the project on October 7, 2014.

Project:	**14-14, 2014 Pavement Maintenance Project**
Phase:	Construction **PM:** Ayon
Description:	Project will perform pavement maintenance seals and roadway restriping on roads within the area bound by Gibson Avenue, CR98, East Street and the south City Limits.
Status:	• Bids were opened on May 15, 2014. • Construction contract was awarded to Windsor Fuel Company in the amount of $869,775.05. • Construction started late June 2014 and is substantially complete, with the exception of the Contractor finishing punchlist corrections.

Project:	**15-16, Main Street from Elm to Walnut Streetscape**
Phase:	Pre-Design **PM:** Olmedo
Description:	The project will enhance downtown's pedestrian environment on Main Street from Elm to Walnut. The project is proposing to construct bulbouts at intersections, and add parking, landscaped median and other pedestrian enhancements.
Status:	• Preliminary feasibility study on-way.

WATER INFRASTRUCTURE PROJECTS

Project:	**08-07, Surface Water Project**
Phase:	Design/Construction **PM:** Busch
Description:	This project includes a regional water supply project jointly funded with the City of Davis and UCD. It will provide 18 million gallons of water per day for the City of Woodland, including storage tank, storage pumping facilities and related water transmission lines to get the high quality water into the City. Some of our existing wells will be converted to Aquifer Storage and Recovery (ASR) wells, and ultimately new ASR wells will be used to supplement summer water use, peak hour and peak day water demands. These ASR wells will also help us bridge over the periods when there may be water right curtailments.
Status:	• UC-Davis has exercised their option to receive surface water as part of the project and is now a full project partner. • The design phase of the DBO contract is well underway. The 90% Balance of Plant and 90% Offsite Pipeline design packages have been submitted and approved. The 90% off site piping package includes the finished water pipelines to Woodland and Davis. • Construction work is underway. The 2-2.875 million gallon pre-stressed concrete storage tanks are under construction. The west tank's floor slab and walls have been completed. The east tank's floor slab was poured on October 13, 2014. The floor slabs and walls have been completed for the Equalization Basin and the In-Plant Pump Station. The specialty in-plant welded steel pipe that connects the treatment processes and beneath the Filter Gallery has largely been completed. The culverts for the new access road to the RTWF have been completed. • Planning work is underway for the startup of the RWTF and for the City to begin receiving treated surface water in May 2016. The planning work includes SCADA system coordination, water quality considerations in switching water supply sources to the Cities, and initial flow rates of surface water. • The contractor for the Cannery Project in Davis has completed hauling from the RWTF soil stockpile to Davis. The RD 2035 intake structure is under construction. The installation of the cofferdam is completed which will allow for work to continue through the winter. The installation of the piling is underway along with the relocation of the PG&E poles in the area. • Public involvement meetings and outreach is continuing.

Project:	**08-28, Modify Well Casings**		
Phase:	Design	**PM:**	Busch
Description:	Work to include modifications to well casings to extend life expectancy and reduce the level of nitrates in the well water. Specific wells to be modified will be determined the year before work is to be done. At this time the most likely wells to be modified are Wells 10, 11, 13, 14, 17 and 21. Work will also include video inspection, cleaning, doing minor repairs to pump shaft and bearings and minor repairs to casing.		
Status:	• Staff completed permitting with CDPH (DDW) and constructed the modifications to Well #11. The well was pumped to waste to improve water quality and the well subsequently passed water quality testing and nitrates have been reduced. The well was placed back online in June 2014. • Staff met with CDPH regarding permitting for the modifications to Well 10 to reduce nitrates. Staff provided a modification package for Well #10 to CDPH based on design modifications that were coordinated with CDPH. Work is currently on hold pending an evaluation of water supply needs for 2015.		

Project:	**08-33, 1st Ground level Storage Tank**		
Phase:	Construction	**PM:**	Houck
Description:	This project includes construction of a new ground level 3-million gallon water storage tank and booster pump station with two new water main connections to the existing system. The tank and pump station are located at the west end of the holding pond at the corner of CR 98 and El Dorado Drive.		
Status:	• Construction is completed for the tank and booster pump station. The project is currently in the punchlist phase to resolve any remaining issues before closing out the project. The City has been operating the tank since July 18, 2014. • The landscaping work has been completed along with the fencing, and irrigation system work. The remaining chain link fence along CR 98 at the tank will be replaced with wrought iron fencing. The landscaping portion of the work is being evaluated to resolve minor grading and irrigation issues.		

Project:	**09-23, Water System Leak Detection and Repairs**		
Phase:	Design	**PM:**	Busch
Description:	This project includes identification and prioritization of water mains throughout the City in need of repair or replacement, including elimination of undersized pipes. The project involves replacing the 2" back of sidewalk mains with a new 8" diameter main and abandon the 2" mains. The initial focus is on streets with the highest numbers of water main breaks and cast iron water mains over 60 years old.		
Status:	• The design the 2014 Water Main Replacement Project is nearly completed. The streets selected for water main replacement include: Shasta Place, Lassen Place, Plane Ave, N. Grand Ave, McKinley Ave., and Antelope Street between Cottonwood St and West St, The project will be bid in winter 2014-2015 to allow the contractor to begin work in spring 2015.		

Project:	**11-14, Water Transmission Main (East)**
Phase:	Construction **PM:** Fong
Description:	Install a water transmission main (ranging from 30” to 36”) instead of a 12 inch water main in the Spring Lake area to meet the needs of the surface water project.
Status:	• All right-of-way and railroad permits have been completed • Construction work began in September 2014 with boring and jacking the casing pipe beneath East Street and the UPRR tracks. The welded steel piping has begun arriving along the transmission main alignment and installation is expected to begin by October 20, 2014 and be completed by Summer 2015.

Project:	**12-05, Water Transmission Main (West)**
Phase:	Design **PM:** Houck
Description:	This project is identified as part of the surface water project to improve water quality and offset the declining water quality from the groundwater supplies. This pipeline is a segment of the transmission line that will convey treated surface water from the new regional water treatment facility to all areas in the City. This segment of pipeline runs from East Street to Ashley Avenue.
Status:	• Design of the project is completed. • Right-of-Way/easement acquisition work has been completed. • The project is anticipated going to bid in November 2014.

Project:	**14-13, ASR Testing and Modeling – Surface Water Project**
Phase:	Design **PM:** Busch
Description:	The project involves development of a transport model to determine the storage capacity of the aquifer, degradation of the aquifer due to aquifer storage recharge and geochemical effect of the aquifer storage recharge.
Status:	• Injection testing has been completed at Well 28. The draft report has been completed. • Test results confirm that the injected water was confined to the aquifer layer as intended. It is an approximately 50 foot thick layer, approximately 400 feet below the surface. • Test results confirmed that over 75% of the extracted water was purely the injected water, when extrapolated for full scale ASR, an estimated 90% of injected water may be recoverable.

Project:	**15-02, New ASR Wells #29 and #30**		
Phase:	Design	**PM:**	Busch

Description: The project involves the design and construction of two new Aquifer Storage and Recovery (ASR) wells allow for the injection of surplus surface water in winter and supplement supply of surface water in summer and to meet peak demand needs. The new ASR wells will replace existing Wells #4 and #11.

Status:

- A review of the optimum location and general design considerations for the two new wells has been completed.
- A Request for Proposals was issued to solicit proposals form engineering firms qualified in the design and construction of ASR wells
- Permitting work to allow for the long term storage of treated surface water is ongoing.

Project:	**15-10, Recycled Water**		
Phase:	Design	**PM:**	Busch

Description: The City of Woodland is planning for a diversified water supply portfolio including future surface water, groundwater and local recycled water sources to meet current and future water demands. The City proposes to use its currently available tertiary treated Title 22 effluent from the City's Water Pollution Control Facility (WPCF) providing a firm capacity of approximately 2,700 gpm for future recycled water uses. The annual capacity of recycled water is 4,500 afy. The recycled water source would improve the City's water supply reliability by reducing potable demands during the summer months when demands are highest and/or impacted by drought conditions. Recycled water is very reliable even during drought conditions and would serve to drought-proof the City's overall water portfolio. During winter months, the recycled water source allows for the increased injection of treated surface water into the ground through the City's ASR wells. The expected potable water savings from implementing the Phase I Project sites would be approximately 1,277 afy at start-up.

Status:

- The drought IRWM grant application (Westside) for $2M was submitted to DWR on July 20, 2014. The draft grant award includes awarding the $2M grant to Woodland.
- The SRF loan application is nearly completed. The SRF program for recycled water provides funding at 1% interest.
- A design contract has been completed with Kennedy/Jenks to design the recycled water facilities. The schedule includes bidding a construction contract in February 2015 to meet grant requirements.
- A rate study is underway to evaluate the appropriate rate structure for recycled water.

FLOOD AND STORM DRAINAGE PROJECTS

Project: **06-12, Springlake East Regional Pond**

Phase: Construction **PM:** Pollard

Description: This project will landscape the center island and western portions of the existing Spring Lake East Regional Pond. Native plants and grasses will be used to minimize future maintenance and create/maintain a natural habitat.

Status:

- The Yolo County Resource Conservation District has planted native plant material at the site. Tamarisk Trees have been removed. A drip system has been installed to establish the vegetation, some planting remediation needed.
- The ADA portion of the contract was delayed because the fall rains were not adequate for moisture.ADA work awarded by the YCRCD, work to start in November 2014. Weed control and vegetation monitoring continues.

Project: **09-15, Lower Cache Creek Feasibility Study**

Phase: Pre-Design **PM:** Busch

Description: This project engages local, regional state and federal agencies in the development of comprehensive strategies to minimize the risk of flooding from Lower Cache Creek while enhancing water supply and the ecosystem in a manner that reflect community values. The focus areas will be on initiating studies in cooperation with the US Army Corps of Engineers, California Department of Water Resources and other regional agencies and outreach that will inform the community of the conceptual solution.

Status:

- The Corps of Engineers completed Milestone #1 in April 2014.
- $800,000 is included in the President's 2015 Budget. The LCCFS budget has been modified to about $2.9M from the original estimate of $5.6M. Staff is working with the Corps on LCCFS budget and schedule. Corps work on the project is on hold pending additional budget but is expected to restart in Fall 2014.
- Working on Regional Solution as part of CVFPP Lower Sacramento Area. The draft plan has been completed and efforts are underway to refine the design and estimated project costs.
- Staff is coordinating with DWR for a City/DWR partnership for a feasibility study that may include elements of the Regional Flood Management Plan.

Project: **09-31, Storz Pond Maintenance**

Phase: Construction **PM:** Pollard

Description: This contract with the YCRCD will provide on-going maintenance of the pond for minimal cost. Maintains Storz Pond to meet City and area-wide drainage needs. Funding is from Storm Drain In-Lieu revenue already collected.

Status:

- Native grasses are responding well and becoming established.
- Will work on transferring to a maintenance project in 2015 budget.

Project:	**14-12, Ashley Gate Storm Structure Rehabilitation**		
Phase:	Construction	**PM:**	Fong
Description:	The Southwest Tank will be located at David Douglass Park as an integral part of the Surface Water Project. The David Douglass Park is part of the storm water system and the Tank Project will result in loss of storage for storm attenuation. To mitigate for this loss of capacity, the control system for operation of the facility needs to be upgraded to increase its reliability and replace capacity through better control of the basin storage function.		
Status:	• Construction underway with completion expected Fall 2014. • The gate will be incorporated into the City's SCADA system and programming work is underway.		

Project:	**11-13, North Gibson Ponds Modification for Storm Drain**		
Phase:	Study	**PM:**	Pollard
Description:	Project includes the updating of the drainage plan for the south urban growth area, followed by the former wastewater treatment plant ponds on the north side of Gibson Road being repurposed for storm drain detention. The project will allow for storm water generated by the build out of Spring Lake to be managed.		
Status:	First draft of drainage study expect October/November 2014		

SEWER INFRASTRUTURE PROJECTS

Project:	**08-21, Annual Sewer Repair and Replacement**
Phase:	Design & Construction **PM:** Busch
Description:	Repair and/or replacement of existing sewer mains and laterals based on priorities as determined during routine maintenance work and video surveys of facilities.
Status:	• Investigation of sewer trunk mains from Beamer & CR 102 to SS lift station at E. Main Street for purposes of designing rehabilitation has been completed. The Beamer Trunk lines and Gibson Trunk lines were investigated under CIP #13-10 for the purpose of evaluating the conditions of those mains. • A contractor has been selected for the manhole rehab and float bottom channelization of manholes.. The contractor is planning to begin work August 18, 2014. This Project will facilitate the weekly flushing program by focusing on sewer line that are on the weekly flushing list and interrupt the flow path from the top manhole to a junction point. • The design is completed for sanitary sewer relocation at Douglas Jr. High School on WJUSD property. Easement acquisition is underway. • Two deep sewer repairs are planned on Gibson Street at West Street and Matmor St. • Kentucky Ave Trunk Main: the design has been completed for the relining of existing 30” (35 LF) concrete pipe in addition to lining ductile iron crossings of I-5 and Kentucky Ave east of East Street. The project will be out for bidding upon completion of Caltrans permitting. • Oak Avenue sewer replacement work construction has been completed.

Project:	**10-11 Treatment Plant Expansion – Biosolids**		
Phase:	Construction	**PM:**	Busch

Description: This project consists of the disposal of biosolids that have accumulated in the storage ponds at the Water Pollution Control Facility (WPCF). To date, over twenty years of biosolids have been stored in approximately five storage ponds and the Regional Water Control Board requested that the City present a disposal plan during the application process for the waste discharge permit adopted in February 2009. The Regional Board will expect the City to begin the process for biosolids removal from the ponds in accordance with the submitted plan. The disposal plan includes removing one pond from service every third year, dry out the solids and have a disposal company contracted to remove the biosolids for either landfill disposal or farmland application. If the City does not follow through with the biosolids disposal plan by the end of the new NPDES permit cycle, which will be in 2014, then we can anticipate the Regional Board will give the City a biosolids requirement that may prove to be very costly to comply with in the next NPDES permit.

Status:

- The SRF loans have been completed for funding the VacCon pad and lining of ponds #9, #10, and #11 as described below.
- An operable gate and a drying pad will be constructed to facilitate management of waste contaminated soil from sewer collection operations. This pad will be located between South Ponds #1 and #12.
- South Pond 10 will be treated with soil cement in 2013 and South Pond 8 will be cleaned out in 2014. This allows the plant to always have a spare sludge drying facility available. There will also be some minor piping changes done to the (WAS) distribution system and “water cap” circulation system to allow South Ponds #7 through #11 to be isolated from the system. This will facilitate drying and cleaning the sludge from these ponds after the biosolids in the ponds are stabilized. This project will be advertised in early 2015 for implementation over the spring and summer of 2015. This project has been rolled into the SRF application and will begin after SRF funds are approved.
- Approximate 200,000 tons have been moved to North Pond # 9. Yolo County and the City will be working on modification of the biosolids rules for disposal of “Class A Exceptional Quality Pathogen tested” produced in Yolo County having a record keeping requirement for applications of 10 tons per year per acre to conform to the State rules for the same product type. This would facilitate land application for the City of Woodland.

Project:	**12-02, Oxidation Ditch Retrofit – Phase 1**		
Phase:	Construction	**PM:**	Fong
Description:	During the analysis done by Carollo Engineers for the Woodland Davis Regionalization Study, it was learned that the present ditch rotor system was not performing at a level to give the Water Pollution Control Facility (WPCF) its rated capacity for solids (Biological Oxygen Demand) of 8.0 MGD. The several rotor sets are reaching the end of their useful life and are scheduled to be replaced. Instead of replacing the inadequate rotor system, it is proposed that a new solids aeration system be retrofitted into the existing ditches to raise the solids capacity to match the existing hydraulic capacity (10.4 mgd). This project will result in increasing the solids capacity of the WPCF to match the hydraulic capacity of 10.4 mgd. It will also improve "settling characteristics" in the clarifiers and provide better UV disinfection and save $100K per year in electric costs when the WPCF is operating at capacity.		
Status:	• Construction work is underway with the contractor working on modifications to the aeration ponds and ordering long lead time equipment. • SRF funding agreement completed • Project in construction with expected completion by Fall 2016.		

Project:	**13-10, Sewer Main Inspection and Assessment Project**		
Phase:	Complete	**PM:**	Fong
Description:	Cleaning and the inspection of the City's sewer system is required by the state mandated Sanitary Sewer Management Plan (SSMP). This project will clean and inspect approximately 10 miles of sewer trunk mains (specifically the Beamer Trunk and Gibson Trunk) to produce a report that the City will use to enhance the sewer collection system reliability and to prevent sewer blockages or failures.		
Status:	• This project took funds from CIP 08-21 to set aside specifically to clean the water main trunks so a visual inspection can be performed to assess the condition of the trunk lines. • City issued RFP on January 29, 2013 • RFP’s opened on February 26, 2013 • City Evaluation Team ranked the RFPs and opened the cost proposals of the top 3 ranked firms • On April 23, 2013, City Council approved the project and authorized City Manager to sign consultant agreement with Water Works Engineers ($163,912). • Cleaning and inspection work was completed on June 19, 2013. • Water Works Engineers submitted a draft version of the data and report for City review of October 16, 2013 and have been authorized by the City to finalize the report. • Water Works Engineers issued the final report in mid-November 2013 and City accepted and closed out the project on 12/16/2013.		

Project:	**14-21, Oak Avenue Sewer Rehabilitation**		
Phase:	Construction	**PM:**	Heath
Description:	Abandonment of the existing 8" sewer main and installation of the new 8" sewer main, installation of one sewer manhole within East Oak Avenue, and a second manhole within East Street at the intersection with East Oak Avenue.		
Status:	• The contract was awarded to C.E. Cox General Engineering on May 21, 2014 • Construction started on July 18, 2014 and with the exception of the project punchlist, was complete on August 22, 2014 • The remaining punchlist item is expected to be completed in mid-October.		

PARKS AND FACILITIES PROJECTS

Project:	**11-15, Community Center – Sports Park Frontage Landscaping**		
Phase:	Construction	**PM:**	Fong
Description:	Fronting landscape along the south side of Sports Park Drive as well as the 10' bike path of the Community Center/Sports Park Master Plan.		
Status:	• Project will be managed concurrently with CIP 11-14, Water Transmission Main, East. • Construction completion expected by Spring 2015.		

Project:	**13-07, Community and Senior Center Emergency Generator**		
Phase:	Construction	**PM:**	Heath
Description:	Project will provide and install a new 250 kw emergency generator to power essential electrical circuits. Work includes wiring modifications in electrical room to install new automatic transfer switch. Transferred PW Operations funds into capital project.		
Status:	• Construction was awarded September 2nd. Construction started October 8th. Anticipated completion date January 2015.		

Project:	**15-05, SLSP N3 Park**		
Phase:	Pre-Design	**PM:**	Olmedo
Description:	Purchase 8 acres of land for Spring Lake Specific plan in the southeast area of Spring Lake.		
Status:	• Preliminary conceptual discussions.		

ADMINISTRATION

Project:	**2012 Engineering Standards**		
Phase:	Admin	**PM:**	Ayon
Description:	Updating the Engineering Standards to stay current with regulatory requirements, meet ongoing maintenance needs and based on construction practices and experiences.		
Status:	• Preparing revisions based on input from city engineering and maintenance staff. • Ongoing		

Legislation Details (With Text)

4.

File #:	14-418	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	10/13/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

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

Recommendation for Action: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting year of July 1, 2013 to June 30, 2014.

Sponsors:

Indexes:

Code sections:

Attachments: SSMP Internal Audit FY14

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

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

Recommendation for Action : Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting year of July 1, 2013 to June 30, 2014.

Staff Contact

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

Fiscal Impact

There are no budget impacts anticipated at this point.

Background

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

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

Discussion

Below is a summary of the SSMP information for FY 13/14 describing the number of SSO events over the past year.

FY 9/10			
Lateral - SSO	Volume in gallons	Main-line - SSO	Volume in gallons
33	1,719	0	0
FY 10/11			
18	1,266	1	400
FY 11/12			
20	1,419	0	0
FY 12/13			
17	1,737	0	0
FY 13/14			
27	2,628	1	675

Since the beginning of the SSMP program lateral SSOs have been reduced by 18%. The SSO volume release has increased by 47% but the volume increase is reflective of better training of staff in estimating volume of spills. Main-line SSOs are infrequent but do occur once every 2-3 years. Main-line SSO events decreased from 1 in FY 10/11 to 0 in FY 11/12 and FY 12/13.

The majority of SSO events are associated with stoppages located within lateral connections to the City's main-line system wherein root intrusion and grease are the largest contributors. These two issues are being addressed through a root treatment program and the fats, oil, and grease program (FOG) public outreach. Staff treated over 17,900 feet of pipeline this year for prevention of root intrusion.

Once notified, staff response time to a SSO averages less than 1 hour to respond in the field, including after-hours and weekends. Following a stoppage removal, the line is inspected with a closed circuit television (CCTV) to ensure the stoppage has been successfully removed, to identify the cause, and to reveal any potential pipe structural anomalies that may exist. The City's post-stoppage CCTV activities have average follow-up time of 1-3 days to CCTV.

Conclusion

Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting year of July 1, 2013 to June 30, 2014.

Prepared by: Tim Busch

Principal Utilities Civil Engineer

Reviewed by: Brent Meyer
City Engineer
Ken Hiatt
Community Development Director

Paul Navazio
City Manager

Attachment: Sewer System Management Plan Audit for FY 13/14

Sewer System Management Plan Program Audit

City of Woodland FY 2013/2014 SSMP Internal Audit

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

10/8/2014

Table of Contents

Memorandum

To: Paul Navazio, City Manager and/or Greg Meyer, Director of Public Works

From: Tim Busch, Principal Utilities Civil Engineer

Date: 10/08/14

Subject: SSMP Program Audit Cover Letter
Annual SSMP Performance Review for 2013/2014

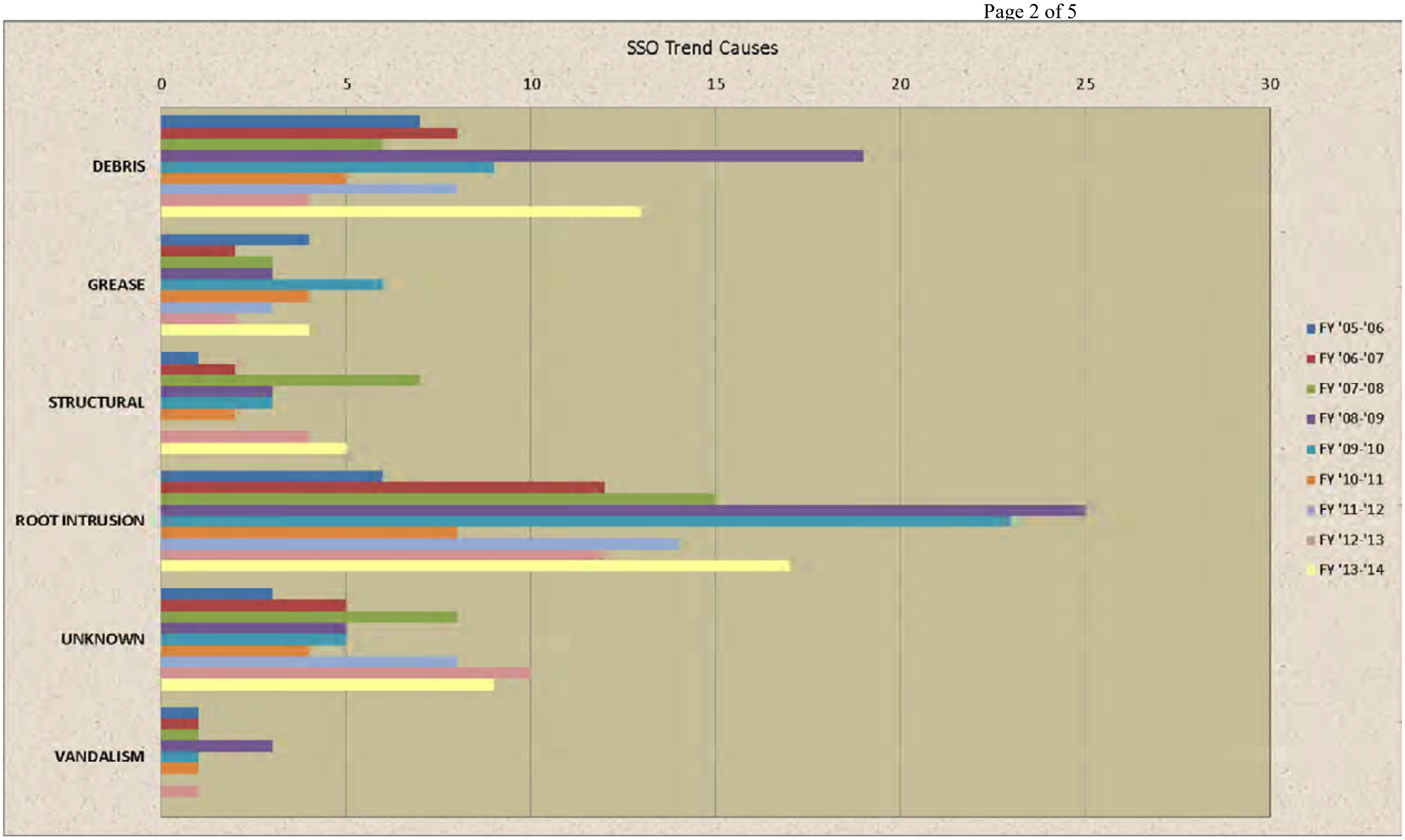
Regulatory Compliance

The City of Woodland is currently in compliance with all of the SSMP requirements as described in subsection D.13 of the GWDR.

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY 13/14. The purpose of the SSMP is to provide a written framework for the management, operation, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service of the sewer collection system while minimizing sanitary sewer overflows (SSOs). This review is completed as part of the annual audit process described in sections ix and x of the City's SSMP. This process helps the SSMP document to evolve over time to address identified deficiencies in the management, operation, and maintenance of the sewer collection system. This memorandum summarizes the following information:

1. SSO history, describing the number and nature of SSOs over the past nine years.
2. Summary of progress of further development of the SSMP elements which have a plan and schedule for full implementation.
3. Summary of how many SSMP elements were implemented over last year.
4. Effectiveness of the implemented SSMP elements.
5. What SSMP elements are planned to be implemented next year.
6. Description of additions and improvements to the collection system over the last year.
7. Description of the additions and improvements to the collection system planned for the upcoming year.
8. Review of performance indicators and overall summary of the past fiscal year with proposed modifications for implementation in fiscal year 14/15 in areas in need of improvement.



SSO History

FY13-14

Lateral SSO's	Main SSO's	SSO volume lateral	SSO volume Main
27	1	2,628	675

FY12-13

Lateral SSO's	Main SSO's	SSO volume lateral	SSO volume Main
17	0	1,737	0

FY11-12

Lateral SSO's	Main SSO's	SSO volume lateral	SSO volume Main
20	0	1,419	0

FY10-11

Lateral SSO's	Main SSO's	SSO volume lateral	SSO volume Main
18	1	1,266	400

The majority of SSO's are associated with lateral connections to the City System. Overall root intrusion and some debris are being addressed through root treatment program in FY 13/14 and public outreach. All SSO response is within minutes of notification including after hours emergencies. A CCTV inspection is typically done of the pipes in the area that day or within 3 days. Documentation of investigations is available to view on GIS through IT Pipes inspections and Cityworks' work orders. For FY 14/15, an evaluation of the current root intrusion preventative maintenance program to decide if lining the laterals will be more cost effective and efficient in reduction of SSOs in the City.

Progress on development of SSMP elements

The SSMP audit has identified some elements that need refinement in the frequency of data collection and type of data collected for both the utility maintenance workers and management staff. Some elements only need to be collected on an annual basis. Some new data needs to be collected to facilitate data collection for the SSMP and analysis of future needs. Furthermore, the SSMP is being reviewed and updated this year as part of the required 5 year revision requirement by the SWRCB which will go to council in December for approval. Key elements that have changed through the amendments of the statewide general waste discharge order for sanitary sewer systems since 2009 are the SSO categories, reporting requirements, and public outreach which will be incorporated in the revised SSMP. The sewer system changes since 2009 will also be incorporated into the revised SSMP including revised performance indicators based on the current O&M practices, a revised public outreach webpage on the city's website, and comprehensive maps of the sewer system.

How SSMP elements were implemented over last year

The CACIP module problems of integrating CCTV data in the CIP scheduler have been resolved. The linkage between CCTV data and the rating system of the sewer system main lines shows on the GIS Utilities map for easy identification of structurally weak mains. In the meantime, there is ~ $16.3.M in the 10 year CIP plan for sewer and lateral repair/replacement. Not all of these projects are scheduled because current rates will not support them. The sewer rate study was completed at the end of FY 12/13 and the new sewer rates were effective as of 1/1/2014. A flat rate remains for residential all non-residential/institutional accounts are now on volumetric rates based on the winter average of water use. The initial sewer rate increase is approximately 13% but the annual adjustments will only be 9% through 2018.

A number of sewer mainline repairs were done this FY because of problems identified through the CCTV program. The number of repairs completed greatly exceeds the number of repairs associated with SSO's. The majority of SSO's are associated with lateral connections to the City System. The problems are dominated by roots and Orangeburg pipeline failures. The City began a root treatment program in FY 9-10 and created a CIP Orangeburg Lateral Replacement Project.

There was a pipeline failure in Sycamore Ranch at the end of FY 10-11 that cost the City ~ $350K to repair. The major problem appears to be settlement of the deep manholes. This pattern of problems indicates a need for modification of our standards with respect to installation of sewer projects in areas of high groundwater and weak soils. Standards will be developed to reflect the need for analysis in future deep sewer development projects.

Effectiveness of the implemented SSMP elements

The CCTV program continues to find problems in main lines before a SSO occurs. The Operations crew keeps the Engineering department informed of pipeline failures, causes, and repairs. The Engineering department follows the City's purchasing policy to contract repair work that exceeds the operations crew's ability to perform. While the documentation and communication elements of the SSMP were not fully implemented due to staff changes and reorganization, the use of Cityworks and other software has helped in documenting the efforts of staff to meet the intent of the SSMP in reducing SSO's in the City.

What SSMP elements are planned to be implemented next year

Review and update standards to include an analysis of settlement of manholes in high groundwater areas. Evaluation and assignment based on the CCTV inspection through the CACIP module to bundle CIP work will be a priority in FY 14/15. With repair and reinstallation of the trunk line flow monitors, the gathering of dry and wet flow data from trunk lines to calibrate sewer model has continued through FY 13/14. While discussions with City Council and Infrastructure have not occurred to date, these discussions are planned for FY 14/15 to discuss and gather their support for new ordinances on lateral connections to mandate the installation of cleanouts behind the walk, and elimination of private Orangeburg laterals on repair of any lateral at the time a house is on sale.

The Beamer and Gibson trunk lines were cleaned and CCTV'd in the last quarter of FY 12/13. These two trunklines are the largest sewer assets that remained to be examined and evaluated. This information will drive prioritization of sewer line repair in FY 14/15. There are several large diameter repairs that have been identified but are being delayed to see if they need to be coupled with repairs on the other large diameter trunk lines.

Description of additions and improvements to the collection system over the last year

The major accomplishments in CIP implementation of the FY 13/14 were progress in model calibration, identification of system deficiencies for inclusion in the CIP Budget, and the West Woodland Ave. Project, CIP 14-17, replaced 463 feet of sewer gravity main that was responsible for 3 SSOs in the last year. The new sewer rates were passed through the proposition 218 process and included winter averaging of the sewer rate to non-residential customer for a more accurate cost associate with sewer use. The sewer crew did 17 spot repairs/replacements of sewer gravity mains based on CCTV inspections which found structural failures in the mains. Furthermore, sewer crew replaced 21 laterals due to structural issues found after inspecting the lateral connection.

The purchase of in-house foaming equipment for root control and staff training on equipment has reduced the risks for lateral SSO's because the root SSO locations are being put on an annual pretreatment program. Investigation of all lateral and lateral failures was started at the end of fiscal 10-11 and is continuing. The crews foamed 17,991 feet of pipeline in FY 13/14. The Crews cleaned over 276,000 feet of sewer and CCTV'd over 170,000 feet of the sewer system.

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

Major collection system rehabilitation projects planned for FY 14/15 include:

- Replacement of 645 lineal feet of gravity sewer main along Oak Avenue, CIP 14-21
- Replacement of 570 lineal feet of gravity sewer main along College St. at Bartlett Ave., CIP 15-14
- Rehabilitation of 3 segments of Kentucky Ave. trunk sewer, including lining and replacement of cast iron sewer with VCP, CIP 15-13
- Spot repairs of the gravity sewer main at two locations on Gibson Street.

The flow monitors have been collecting wet and dry weather flow data for continued model calibration and system observation. Flat bottom sewer manholes will be channelized and any existing lining problem will be lined with mortar as an on-going project to remove flat bottom manholes from the sewer system. The foaming program will be expanded to also treat mainlines.

Review of Performance

Attached to this memorandum are performance indicator assessment sheets, which summarize the collection of specific data, intended to provide a basis by which performance in various areas related to the management and operation of the sewer collection system are measured. A responsible person is assigned to each performance indicator assessment sheet. Each quarter, each responsible person collects the data related to their assigned performance indicator assessment sheet and provides an interim rating of the City's performance. At the end of the one year auditing period, final assessments, and recommendations for performance improvement are made. This process is described in section ix of the City's SSMP. Attached is a summary of the performance indicators tracked by the City and performance in each area with explanation of why goals were not met and actions taken or to be taken in the next FY for future performance improvements and modifications to the SSMP. Overall, the 60 performance indicators had only 9 below goal PI's in FY 13/14, an improvement over last FY's 12 below goal performance indicators. The main issues with not meeting performance indicator goals were generally due to lack staffing, non-communication with staff on tracking for the SSMP, and a backlog of CCTV inspection for evaluation and assignment in the CACIP module. These are all addressed in the summary spreadsheet and FY 14/15 audit should see a marked decrease in below goals.

Attachments:

Performance Indicator Assessment Sheets (23 PI forms)
Summary of Performance Indicator Spreadsheet FY 13/14

	City of Woodland SSMP Performance Indicator Summary FY 13/14			
	Performance Indicator	**Ratings FY 13/14**	**Reason**	**Action taken**
Audits	Audits			
Audits	Annual Council Presentation	Acceptable		Council Presentation scheduled for 10/21/14
Audits	Peer - Review of SSMP audits	Excellent		
CCTV	CCTV			
CCTV	Feet inspected with CCTV / year	Good		
CCTV	Pipe segments inspected / year	Excellent		
CCTV	Footage inspected / 16 work hours	Good		
CCTV	% Passing quality control check	Good		
CMMS&GIS	CMMS&GIS			
CMMS&GIS	% population of key GIS attribute fields for gravity sewer mains	Below Goal	Key attributes are missing from GIS	Evaluate Goals, determine if fields are key attributes
CMMS&GIS	% population of key GIS attribute fields for sewer manholes	Below Goal	Key attributes are missing from GIS	Evaluate Goals, determine if fields are key attributes
CMMS&GIS	Year-to-date % of CityWorks work orders that have been closed-out	Good		
Codes & Ordinances	Codes & Ordinances			
Codes & Ordinances	Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues	Good		
Codes & Ordinances	Time since last actual update to Ordinances/Codes based on sewer-specific issues	Excellent		
Communication Program	Communication Program			
Communication Program	% Communication Activities Completed	Good		
Communication Program	# of Public Comment Email Responses	N/A		
Communication Program	% Public Comment Emails Responded To	Excellent		
Employee Recognition	Employee Recognition			
Employee Recognition	Time since last awards/letters distribution: Operation & Maintenance staff	Acceptable	3 letters acknowledgement received by stafff	Determine if an expansion of the recognition program is needed.
FOG Control	FOG Control			
FOG Control	% reduction of FOG-related SSOs compared to previous year	Excellent		
FOG Control	Frequency of PPP permits inspections	Excellent		
FOG Control	Annual # of FOG control public education events	Excellent		
FOG Control	Time since last coordination meeting with Environmental Compliance and O&M staff	Acceptable	Met four times, within 3-4 months	
HVVC	HVVC			
HVVC	Feet cleaned / year	Good		
HVVC	Pipe segments cleaned / year	Excellent		
HVVC	Footage cleaned / 16 work hours	Good		
HVVC	% Pipe segments pre-cleaned prior to CCTV inspection	Acceptable	CCTV crew needs to mark that pre-cleaning done	Reviewed at Tailgate on 9/24/14
Mapping	Mapping			
Mapping	Average time for redline updates	Excellent		
Mapping	Time since last GIS redline markup export and update of CAD maps for field changes completed	Acceptable		
Mapping	Average time for rehab & replacement updates	Acceptable		
Mapping	Average time for “new development” updates	Acceptable		
O&M Funds	O&M Budgeting			
O&M Funds	Funding provided for O&M budget	Good		

	City of Woodland SSMP Performance Indicator Summary FY 13/14			
	Performance Indicator	**Ratings FY 13/14**	**Reason**	**Action taken**
O&M Funds	O&M operation cost	Good		
PM Effectiveness	PM Effectiveness			
PM Effectiveness	% of work orders that are emergencies	Good		
PM Effectiveness	% of Labor and Material Costs that is Emergency	Below Goal	31% due to 382 work orders classfied as emergency	Reviewed WO priorities at Tailgate on 9/24/14
PM Effectiveness	% of Labor and Material Costs that is Emergency Work on Private Laterals	Excellent		
PM Frequencies	PM Frequencies			
PM Frequencies	% Completion of closed-out work orders vs. expected preventative maintenance work orders	Good		
PM Frequencies	Frequency of thorough lift station inspection / maintenance	Excellent		
R&R Funds	R&R Funds			
R&R Funds	Annual R/R funding provided as % of sewer system value	Good		Update the GASB34 financial value for the sewer system
R&R Funds	Annual funding provided for R/R program vs. CA&CIP cost projections	Below Goal	CACIP module not utilized enough for schedule CIP bundles	Dedicate more time to evaluation of CCTV using CACIP
R&R Program	R&R Program			
R&R Program	% of CCTV inspected assets that have been evaluated in the CA&CIP Module	Below Goal	CCTV inspection through the CACIP is backlogged	Dedicate one day per week to assign CCTV inspections in CACIP
R&R Program	% of assets with risk ratings of 4 or 5 that have CIP “actions” assigned	Below Goal	CCTV inspection through the CACIP is backlogged	Dedicate one day per week to assign CCTV inspections in CACIP
R&R Program	% of scheduled CIPs designed or in construction	Below Goal	CCTV inspection through the CACIP is backlogged	Dedicate one day per week to assign CCTV inspections in CACIP
R&R Program	# of line failures per 100 miles of pipe	Below Goal	Structural deficiencies identified over the last 3 years were repaired	Consistently repair structural issue every year
Replacement Parts	Replacement Parts			
Replacement Parts	Frequency of Fleet equipment and replacement part inventory review	Good		
Replacement Parts	Frequency of pipeline / manhole equipment and replacement part inventory review	Good		
Replacement Parts	Frequency of lift station equipment and replacement part inventory review	Good		
SECAP	SECAP			
SECAP	Ratio of peak WWF to peak DWF	Excellent		
SECAP	Time since last hydraulic model update	Excellent		
Service Requests	Service Requests			
Service Requests	Response time for urgent calls	Excellent		
Service Requests	Response time for routine calls	Excellent		
Service Requests	Average # of service calls / 100 miles of pipe	Good		
SSO Mitigation	SSO Mitigation			
SSO Mitigation	% captured of SSO (flat, 1-5%)	Excellent		
SSO Mitigation	Average time to investigate SSO with CCTV	Excellent		
SSO Mitigation	% complete on-line reporting for category 3 spills	N/A	Change of practices for reporting private SSO laterals to the CIWQS database	Change performance indicator
SSO Prevention	SSO Prevention			
SSO Prevention	# of SSOs / 100 miles / year	Excellent		

	City of Woodland SSMP Performance Indicator Summary FY 13/14			
	Performance Indicator	**Ratings FY 13/14**	**Reason**	**Action taken**
SSO Prevention	% reduction of SSOs from previous year	Below Goal	0 main SSO last FY vs. 1 main SSO this year	Revise performance indicator for small amount of main SSOs
SSO Prevention	# of repeat SSOs / 3 years	Excellent		
SSO Response	SSO Response			
SSO Response	SSO response time during normal hours	Acceptable	one SSO was not responded to within the hour	Reviewed potential SSO response time at Tailgate on 9/24/14
SSO Response	SSO response time after normal hours	Excellent		
Staffing	Staffing			
Staffing	% of vacant positions	Acceptable	9% vacancy or 1 UMI position vacant	Filling UMI in FY 15
Standards Update	Standards Update			
Standards Update	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	Good		
Standards Update	Time since last actual update to design standards based on sewer-specific issues	Acceptable	Standards were updated within 4 years	CIP staff to update standards in FY15
Training	Training			
Training	Frequency of tabletop / tailgate training	Acceptable	Documentation of tailgates needs to be consistent	Review with IT on Cityworks' WO's not searchable with training
Training	Frequency of field / equipment training	Excellent		
Training	Frequency of SSO response training	Acceptable	O&M needs to review SSO training bimonthly	Review with O&M staff need to keep SSO training documented

Goal:	**Response to Service Requests**

Responsible Person (RP):
Administrative Clerk

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts taken to effectively respond to customer service calls.

PIs and Data Collection Methods:

1. *The average response time for an urgent call.*
   Data Collection Method: Determine the average response time for "priority 1" (emergency), "priority 2" (urgent), and "priority 9" (on-call) service calls from the central crystal report.

2. *The average response time for a routine call.*
   Data Collection Method: Determine the average response time for "priority 3" (routine) service calls from the central crystal report.

3. *Average number of service calls per 100 miles of pipe per year.*
   Data Collection Method: Determine the total number of year-to-date service calls from the central crystal report, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe.

	Performance Indicators	**Rating**			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Response time for urgent calls	> 1 day	1 day	8 hours	1 hour
2	Response time for routine calls	> 1 week	1 week	3 days	1 day
3	Average # of service calls / 100 miles of pipe	> 200	150-200	100-150	< 100

Periodic Performance Tracking

Date	**Measured Value**				**Performance Assessment Comments**
FY 13/14	Goal	1	2	3	1 & 2. Front desk must establish live contact with the Supervisor (or designate). No voice mail or e-mail will be accepted.
	Value	1	1	116	3. 231 service requests

Annual Performance Assessment / Recommendations for Updates
FY 13/14 Ratings 1. Excellent - Average response time for an urgent call is 1 hrs. 2. Excellent - Average response time for a routine service call is 1 hours. 3. Good – 129 is the average # of service calls/100 mi pipe. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
Susan R. Parker	9/25/14

Goal:	Prevention of Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*
   Data Collection Method: Determine the number of SSO events that occurred year-to-date that are attached to gravity mains, force mains, manholes, and lift stations from the central crystal report. Project the number of SSOs to year-end totals. Divide this number by the total footage of gravity mains and force mains in the City (also available on the central crystal report).

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

3. *The number of repeat SSOs in a three year period.*
   Data Collection Method: Review the central crystal report which lists all SSOs by asset type over the last three year period, sorted by Facility ID. Manually determine the number of repeat SSOs.

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

Periodic Performance Tracking

Date	Measured Value				Performance Assessment Comments
FY 13/14	Goal	1	2	3	
	Value	0.6	0%	0	

Annual Performance Assessment / Recommendations for Updates

FY 13/14

1. Excellent – 1 Main SSO occurrences
2. Below Goal – 0 Main SSO occurrences last FY vs. 1 Main SSO occurrences this FY, 0% reduction.
3. Excellent – no repeat Main SSO occurrences in the last 3 fiscal years

Recommendation #1: None.

Recommendation #2: Revise the performance indicator for the small amount of main SSOs that occur.

Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/25/14

Goal:	Mitigation of Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*
Data Collection Method: Calculate manually from either completed City of Woodland SSO report forms filed year-to-date, or from information entered into the CIWQS database. Calculate % captured volume for all categories of SSOs (including from private laterals) for which the "description of terrain surrounding the point of blockage or spill cause" is described as flat. For each SSO event, determine the "% captured" as the volume of sewage recovered and returned to the sewer system divided by the total spill volume. Then, average the % captured for all spills in the year-to-date period.

2. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*
Data Collection Method: Review the central crystal report which lists all CCTV inspections that were completed year-to-date where the reason for the inspection is identified as a follow-up to an SSO. Manually compare this list to SSO report forms filed year-to-date. For each year-to-date SSO, determine if a corresponding follow-up CCTV inspection was completed. Manually calculate the time between when each SSO is reported to the date a follow-up CCTV inspection was calculated. If there are SSOs for which a CCTV inspection has not been conducted, calculate the time from the SSO occurrence to the current date. Average the CCTV inspection response time for all year-to-date SSOs.

3. *% of private lateral spills that are reported as category 3 spills in the CIWQS database.*
Data Collection Method: Determine the number of Category 3 (private lateral) work orders that have been completed year-to-date from the central crystal report. Compare manually to the number of category 3 spills that have been reported year-to-date through the City's CIWQS account.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	% captured of SSO (flat, 1-5%)	<70%	70%-80%	90-90%	90-100%
2	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
3	% complete on-line reporting for category 3 spills	< 70%	70-80%	80-90%	90-100%

Periodic Performance Tracking					
Date	**Measured Value**				**Performance Assessment Comments**
FY 13/14	Goal	1	2	3	2. CCTV data is of the 26 recorded CCTVs after SSO, the response was 1 day 3. 21 private laterals SSOs occurred
	Value	100%	1	N/A	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings:

1. Excellent
2. Excellent – Average is 1 day, excluding private SSOs that can't be CCTV'd by staff.
3. N/A – Change of practices for reporting private SSO laterals to the CIWQS database

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: Change performance indicator

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/25/14

Goal:	Response to Sanitary Sewer Overflows (SSOs)

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

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

Data Collection Methods

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

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

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

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	1 & 2 reported in minutes.
	Value	22	26	

Annual Performance Assessment / Recommendations for Updates
FY 13/14 Ratings: 1. Acceptable 2. Excellent Recommendation #1: Review with crew the importance of response time to potential SSO calls. Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/25/14

Goal:	**Preventative Maintenance Effectiveness**

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

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

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

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

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

Periodic Performance Tracking					
Date	**Measured Value**				**Performance Assessment Comments**
FY 13/14	Goal	1	2	3	
	Value	26%	31%	0.9%	

Annual Performance Assessment / Recommendations for Updates
FY 13/14 1. Good 2. Below Goal – 31% due to 382 work orders classified as emergency/urgent/on-call. 3. Excellent - 0.9% Recommendation #1: None. Recommendation #2: Definition of priority work will need to be revised. Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/25/14

Goal:	**High Velocity Vacuum Cleaning (HVVC)**

Responsible Person (RP):
Utility Supervisor

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The total footage of the collection system cleaned per year with HVVC.*
   Data Collection Method: Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.

2. *The total number of pipe segments cleaned with HVVC per year.*
   Data Collection Method: Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.

3. *The average footage cleaned per 16 hours of work (one full day for a crew of 2).*
   Data Collection Method: Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.

4. *The percentage of CCTV inspections that were conducted where pre-cleaning was completed.*
   Data Collection Method: Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).

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

Periodic Performance Tracking						
Date	**Measured Value**					**Performance Assessment Comments**
FY 13-14	Goal	1	2	3	4	
	Value	276,864	1,414	2,408	74%	

Annual Performance Assessment / Recommendations for Updates

FY 13-14 Ratings:

1. **Good**
2. **Excellent**
3. **Good**
4. **Acceptable**

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

Recommendation #4: CCTV crew needs to mark that pre-cleaning was done with date.

Signature of Responsible Person: (sign when complete)	Date:
	9/25/14

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

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The total footage of the collection system inspected per year with CCTV.*
   Data Collection Method: Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.

2. *The total number of pipe segments inspected with CCTV per year.*
   Data Collection Method: Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.

3. *The average footage inspected per 16 hours of work (one full day for a crew of 2).*
   Data Collection Method: Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.

4. *The percentage of CCTV surveys that are graded 4 or 5 by PACP certified O&M staff.*

Data Collection Method: Determine total number of CCTV inspections and total number of 4 or 5 structural graded pipeline segments completed in the CACIP module. Calculate the percent 4 or 5 grade from total CCTV inspections.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2	Pipe segments inspected / year	< 400	400-600	600-800	> 800
3	Footage inspected / 16 work hours	<1500	1500-1750	1750-2000	> 2000
4	% CCTV Surveys with 5 or 4 structural grading	> 10%	8%	5%	0%

Periodic Performance Tracking						
Date	**Measured Value**					**Performance Assessment Comments**
FY 13/14	Goal	1	2	3	4	
	Value	170,175	847	1,467	5%	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings:

1. Good
2. Excellent
3. Good
4. Good

Recommendation #1: Hopefully, new CCTV Van will reduce amount of downtime due to van/software issues.

Recommendation #2: None.

Recommendation #3: Hopefully, new CCTV Van will reduce amount of downtime due to van/software issues.

Recommendation #4: Staff needs to assign more O&M/Capital repair/rehab of structural deficiencies.

Signature of Responsible Person: (sign when complete)	Date:
	9/25/14

Goal:	**SSMP Audits and Updates**

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs.

PIs and Data Collection Methods:

1. *Was an annual report prepared and presented to City Council based on the SSMP performance indicator review process?*
   Data Collection Method: Keep track manually.

2. *The frequency with which a peer-review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed by a comparable agency.*
   Data Collection Method: Keep track manually. A file of all peer reviews should be kept.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Annual Council presentation	No	Yes	-	-
2	Time since last peer-review of SSMP, SSMP Audits, or SSMP Performance Evaluations	> 5 years	2-5 years	1-2 years	< 1 year

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	**1. FY 12/13 Audit went to council on 9/17/13** **2. SSMP City Audit was completed on 8/14/13**
	Value	yes	11 mo	

Annual Performance Assessment / Recommendations for Updates
FY 13/14 1. Acceptable – Council reviewed SSMP internal Audit in September of 2013. 2. Excellent – SSMP internal audit finished in August of 2013. Recommendation #1: Acceptable Recommendation #2: Excellent

Signature of Responsible Person: (sign when complete)	Date:
	9/25/14

Goal:	Employee Recognition

Responsible Person (RP):
O&M Superintendent

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a letter of acknowledgement as part of the program.

PIs and Data Collection Methods:

1. *The frequency with which letters are distributed to O&M staff.*
   Data Collection Method: Keep Track Manually

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last letters distribution: Operation & Maintenance staff	< 6 months	6 months	1 Quarter	1 month

Periodic Performance Tracking			
Date	**Measured Value**		**Performance Assessment Comments**
1st Qtr	Goal	1	
	Value	0	
2nd Qtr	Goal	1	
	Value	0	
3rd Qtr	Goal	1	
	Value	3	
4th Qtr	Goal	1	
	Value	0	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings:

1. **Acceptable– Total of 3 letters of acknowledgement received by O & M Staff**

Recommendation #1: Determine if an expansion of the recognition program is needed.

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/25/14

Goal:	Operation and Maintenance Budgeting

Responsible Person (RP):
Management Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to sufficiently provide and utilize funds to effectively operate and maintain the collection system.

PIs and Data Collection Methods:

1. *The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.*
   Data Collection Method: Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]

2. *The annual cost of operating and maintaining the collection system per foot of main line pipe.*
   Data Collection Method: Determine actual year-to-date sewer system O&M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Funding provided for O&M budget	< $1/ft/year	$1-$2/ft/year	$2-$3/ft/year	> $3/ft/year
2	O&M operation cost	> budget	N/A	within budget	N/A

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	1. **Good Rating - Total Sewer Main is 945,120 ft.** 2. **Good Rating – within budget**
	Value	$2.64/ft	$2.18/ft	

Annual Performance Assessment / Recommendations for Updates

Recommendation #1: none

Recommendation #2: none

Signature of Responsible Person: (sign when complete)	Date:
Johanna Crain	9/26/14

Goal:	**Rehabilitation and Replacement (R/R) Funding**

Responsible Person (RP):
Management Analyst

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time.

PIs and Data Collection Methods:

1. *The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.*
   Data Collection Method: Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting.
   [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]

2. *The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.*
   Data Collection Method: Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module.
   [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]

	Performance Indicators	**Rating**			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Annual R/R funding provided as % of sewer system value	<1%	1.0%-1.5%	1.5%-2.0%	>2.0%
2	Annual funding provided for R/R program vs. CA&CIP cost projections	< needs from CA&CIP analysis	Consistent with needs from CA&CIP analysis	N/A	N/A

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	1. Based on GASB 34 2007 data 2. CA&CIP was revised to work with the CCTV database, just need training
	Value	1.99%	N/A	

Annual Performance Assessment / Recommendations for Updates
FY 13/14 1. Good – FY 14 CIP sewer budget is \$3,124,500 + \$294,588 sewer O&M budget divided by \$171,219,200 GASB 34 2007 data 2. Below Goal Recommendation #1: Update the GASB 34 financial value for the sewer system. Recommendation #2: Consistent with needs from CA&CIP Analysis – 17 repair/replace this year.

Signature of Responsible Person: (sign when complete)	Date:
Johanna Cimin	9/26/14

Goal:	**Replacement Parts**

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

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.*
   Data Collection Method: Report generated through Fleet Software System semi-annually.

2. *Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.*
   Data Collection Method: Keep track manually.

3. *Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.*
   Data Collection Method: Keep track manually.

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

Periodic Performance Tracking					
Date	**Measured Value**				**Performance Assessment Comments**
1st Qtr	Goal	1	2	3	1. Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operation of crucial equipment. 2. Ordered replacement parts to replenish used parts 3. Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability. MP2 is the maintenance management software for the WPCF.
	Value	Qtrly	1	1	
2nd Qtr	Goal	1	2	3	1. Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operation of crucial equipment. 2. Ordered replacement parts to replenish used parts 3. Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability. MP2 is the maintenance management software for the WPCF.
	Value	Qtrly	1	1	
3rd Qtr	Goal	1	2	3	1. Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operations of crucial equipment Hydraulic pumps for Vac-Cons add to inventory this quarter to further decrease down time. Ordered replacement parts to replenish used parts 2. Ordered replacement parts to replenish used parts 3. Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability. MP2 is the maintenance management software for the WPCF.
	Value	Qtrly	1	1	
4th Qtr	Goal	1	2	3	**1.** Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operations of crucial equipment. **2.** Ordered replacement parts to replenish used parts **3.** MP2 is the maintenance management software for the WPCF.
	Value	Qtrly	1	1	

Annual Performance Assessment / Recommendations for Updates
FY 13/14 Ratings 1. **Good** 2. **Good – Ordering tracking is done through outlook calendar.** 3. Good - Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability. Recommendation #1: None. Recommendation #2: None. Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/26/14

Signature of Responsible Person: (sign when complete)	Date:
	9/26/14
Signature of Responsible Person: (sign when complete)	**Date:**
	9/26/14

Goal:	**Staffing**
Responsible Person (RP): Administrative Clerk	

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the Department of Public Works to meet the necessary effort required to implement the City SSMP.

PIs and Data Collection Methods:

1. *The percentage of vacant staff positions in the divisions listed above.*
   Data Collection Method: Keep track manually.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	% of vacant positions	> 10%	10%	5%	All filled

Periodic Performance Tracking			
Date	**Measured Value**		**Performance Assessment Comments**
1st Qtr	Goal	1	1. One UMIII vacant position.
	Value	9%	
2nd Qtr	Goal	1	1. Two UMI/II vacant positions.
	Value	18%	
3rd Qtr	Goal	1	1. One UMI/II vacant positions.
	Value	9%	
4th Qtr	Goal	1	1. One UMI vacant position.
	Value	9%	

Annual Performance Assessment / Recommendations for Updates

FY 13/14

1. Acceptable – 9% vacant positions or one vacancy.

Recommendation #1: Advertising for the UMI position.

Signature of Responsible Person: (sign when complete)	**Date:**
Susan R Parker	~~9/25/14~~ 9/29/14

Goal:	Frequency of Preventative Maintenance (PM) Activities

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management.

PIs and Data Collection Methods:

1. *Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.*
   Data Collection Method: Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files).

2. *Frequency of thorough electrical and mechanical inspections of lift stations.*
   Data Collection Method: Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a querry can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	% Completion of closed-out work orders vs. expected preventative maintenance work orders	< 75%	75-85%	85-95%	95-100%
2	Frequency of thorough lift station inspection / maintenance	> Biannually	Every 4-6 months	Every 3-4 months	< Quarterly

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	
	Value	100/108	2	**1. 100 closed PM WOs vs. 108 expected closed WOs** **2. WPCF staff does bi-weekly pump down for scum and grease control.**

Annual Performance Assessment / Recommendations for Updates
FY 13/14 Ratings 1. Good – 93% closed out work orders vs. expected PM work orders. 2. Excellent – Electrical visited sewer lift stations annually and WPCF maintains sewer lift stations bi-weekly with tracking on paper and MP2 (maintenance management system) for WPCF. Recommendation #1: None. Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/25/14

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/26/14

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

Responsible Person (RP):
GIS Analyst

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.*
   Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate

2. *Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.*
   Data Collection Method: Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth

3. *Percentage of year-to-date CityWorks work orders that are closed or completed.*
   Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out or marked completed from the central crystal report.

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

Periodic Performance Tracking					
Date	**Measured Value**				**Performance Assessment Comments**
1st Qtr	Goal	1	2	3	1&2. The attribute data has fields that O&M crew is not able to populate. 3. 250 of 269 closed/completed or 93%
	Value	61%	34%	93%	
2nd Qtr	Goal	1	2	3	1&2. The attribute data has fields that O&M crew is not able to populate. 3. 349 of 394 closed/completed or 89%
	Value	63%	48%	89%	
3rd Qtr	Goal	1	2	3	1&2. The attribute data has fields that O&M crew is not able to populate. 3. 443 of 468 closed/completed or 95%
	Value	68%	48%	95%	
4th Qtr	Goal	1	2	3	1&2. The attribute data has fields that O&M crew is not able to populate. 3. 300 of 321 closed/completed or 93%
	Value	68%	48%	93%	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. **Below Goal –** Key attributes are missing from GIS
2. **Below Goal –** Key attributes are missing from GIS
3. **Good** – 98% closed/completed work orders for FY 13/14

Recommendation #1: Evaluate goal, determine if fields are key attributes.

Recommendation #2: Evaluate goal, determine if fields are key attributes.

Recommendation #3: Tailgate meeting to discuss marking complete/closed on workorders.

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/26/14

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

Responsible Person (RP):
Lab & Environmental Compliance Manager

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.*
   Data Collection Method: For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.

2. *The frequency of Pollution Prevention Program (PPP) permit holder inspections.*
   Data Collection Method: Divide the total number of PPP permit holders in the permit excel database by the number of inspection forms collected year-to-date, and project an equivalent inspection frequency in years.
   [Example: If there are 1,000 permit holders and 50 inspections are completed in the first 6 months of the year, the inspection frequency is: 1000 permits / 50 inspections / (12 mo / 6mo) = 10 years]
   [Note: when PPP program managed through CityWorks, a querry can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]

3. *The number of public education outreach events conducted per year.*
   Data Collection Method: Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.

4. *Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.*
   Data Collection Method: Keep track manually. RP should keep file of meeting notes and action items from meetings.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	% reduction of FOG-related SSOs compared to previous year	< 0%	0-5%	5-10%	10-20%
2	Frequency of PPP permits inspections	> Annually	6-12 months	3-6 months	< Quarterly
3	Annual # of FOG control public education events	< 2	2-3	4-6	> 6
4	Time since last coordination meeting with Environmental Compliance and O&M staff	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date	**Measured Value**					**Performance Assessment Comments**
1st Qtr	Goal	1	2	3	4	1. **One (1) incident. This time period last year: 0 incidents.** 2. Actual inspection rates for this quarter: FSBs - 100%, ARBs - 100%
	Value	N/A	3 mo	61	1	
2nd Qtr	Goal	1	2	3	4	1. **One (1) incident. This time last year: 2 incidents.** 2. Actual inspection rates for this quarter: FSBs - 100%, ARBs - 100%
	Value	N/A	3 mo	75	1	
3rd Qtr	Goal	1	2	3	4	1. **Zero (0) incidents. This time period last year: 1 incident.** 2. Program was short-staffed this quarter. FSBs – 100%, ARB – 100%.
	Value	N/A	6 mo	97	1	
4th Qtr	Goal	1	2	3	4	1. **Zero (0) incidents. This time period last year: 1 incident.** 2. Actual inspection rates for this quarter: FSBs - 100%, ARBs - 100%
	Value	N/A	4 mo	79	1	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 – Ratings

1. Excellent - 4 incidents last year, 2 incidents this year. 50% reduction.
2. Excellent – Inspection are done every quarter.
3. Excellent, 312 outreach events conducted, generally information handed out at site visits.
4. Acceptable – Met four times this FY, within 3-4 months.

Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: quarterly for Food Service Busnisses (FSBs) and Automotive Related Businesses (ARBs). Our goal is > 50% inspection rate for each category. SSO meetings between Environmental Compliance and O&M staff have been determined to be Quarterly.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

Recommendation #4: None.

Signature of Responsible Person: (sign after annual review)	**Date:**
Mark Sever	**9/26/14**

Goal:	System Mapping
Responsible Person (RP): CAD Administrator/GIS Analyst	

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.*
   Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report.

2. *Time since the last feature class export for redline changes from the GIS mapping system was completed for updating of the CAD mapping system due to redline markups made in the field.*
   Data Collection Method: Keep track manually.

3. *The average time to update CAD/GIS maps based on as-builts (CADD. PDF, or MYLAR) received from rehabilitation or replacement projects.*
   Data Collection Method: Keep track manually from Redlines filed within the year-to-date and logging-in as-builts.

4. *The average time to update CAD/GIS maps based on as-builts or design infrastructure received from new development.*
   Data Collection Method: Keep track manually from redlines and as-builts log-in sheet filed within the year-to-date.

	Performance Indicators	Rating			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	Average time for redline updates	> 2 months	1-2 months	1 month – 2 weeks	< 2 weeks
2	Time since last GIS redline markup export and update of CAD maps for field changes completed	> 2 years	1-2 years	1 year	< 1 year
3	Average time for rehab & replacement updates	> 2 years	1-2 years	1 year	< 6 months
4	Average time for "new development" updates	> 2 years	1-2 years	1 year	< 6 months

Periodic Performance Tracking						
Date	**Measured Value**					**Performance Assessment Comments**
1st Qtr	Goal	1	2	3	4	
	Value	5 days	-	-	-	
2nd Qtr	Goal	1	2	3	4	
	Value	1 days	-	-	-	
3rd Qtr	Goal	1	2	3	4	4. 1/25/2013 Miekle Banks update
	Value	3 days	-	-	-	
4th Qtr	Goal	1	2	3	4	2. GIS redlines updated in CADD 6/12. 3. Pioneer Widening development was exported from CADD and imported to GIS 6/18/13.
	Value	8 days	-	-	-	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. Excellent – 7 days average of the year, average does include holidays and weekends.
2. Acceptable – Redline Updates to CADD were done 2 years.
3. Acceptable – Rehab and Replacement Updates to GIS/CADD were done last year.
4. Acceptable – New Development Updates to GIS/CADD were done in less than 2 years.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

Recommendation #4: None.

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/26/14

Signature of Responsible Person: (sign when complete)	Date:
[signature]	9/26/14

Goal:	Maintain Up-to-date Standards

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis.

PIs and Data Collection Methods:

1. *The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.*
   Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.

2. *The frequency with which the standards are revised to incorporate the list of required/requested updates.*
   Data Collection Method: Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last meeting to discuss list of design standard updates based on sewer-specific issues	> 2 years	1-2 years	6 months – 1 year	< 6 months
2	Time since last actual update to design standards based on sewer-specific issues	> 5 years	2-5 years	1-2 years	< 1 year

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
1st Qtr	Goal	1	2	
	Value	-	-	
2nd Qtr	Goal	1	2	1. Standards update is discussed at staff meeting 11/13/12 2. Last time Sewer standards were update, Addendum #1 11/2010, available on-line.
	Value	-	-	
3rd Qtr	Goal	1	2	
	Value	-	-	
4th Qtr	Goal	1	2	
	Value	-	-	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. **Good – The design standards were reviewed by staff within two year of last review.**
2. **Acceptable – Standards were updated within 4 years.**

Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	**Date:**
	9/26/14

Goal:	**Rehabilitation and Replacement (R/R) Program**

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The percentage of assets in the CA&CIP Module that have been CCTV inspected that have also been evaluated.*
   Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.

2. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned.*
   Data Collection Method: Determine the percentage of assets in the CACIP module with risk ratings of 4 of 5 that have capital improvement actions assigned from the central crystal report.

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

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

	Performance Indicators	**Rating**			
		Below Goal	**Acceptable**	**Good**	**Excellent**
1	% of CCTV inspected assets that have been evaluated in the CA&CIP Module	< 75%	75-85%	85-95%	95-100%
2	% of assets with risk ratings of 4 or 5 that have CIP "actions" assigned	< 75%	75-85%	85-95%	95-100%
3	% of scheduled CIPs designed or in construction	< 60%	60-70%	70-80%	> 80%
4	# of line failures per 100 miles of pipe	> 4	3-4	2-3	< 2

Periodic Performance Tracking						
Date	**Measured Value**					**Performance Assessment Comments**
FY 13/14	Goal	1	2	3	4	1-3 Need to spend more time assigning CCTV inspections since CA&CIP is now working.
	Value	1%	0.4%	40%	10	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. **Below Goal – CCTV inspection through the CA&CIP module is backlogged as the module only started working this year.**

2. **Below Goal - CCTV inspection through the CA&CIP module is backlogged as the module only started working this year.**

3. **Below Goal - CCTV inspection through the CA&CIP module is backlogged as the module only started working this year.**

4. Below Goal - There was one sewer main line associated SSO's. 17 repairs/replacements of gravity mains/manholes occurred due to emergency structural problems. Total # of structural failures was 18 and total # failures are 21. 10 structural failures per 100 miles of pipe for the system.

Recommendation #1: Dedicate 8 hrs./week to CA&CIP module assignment for the CCTV inspections.

Recommendation #2: Dedicate 8 hrs./week to CA&CIP module assignment for the CCTV inspections.

Recommendation #3: Dedicate 8 hrs./week to CA&CIP module assignment for the CCTV inspections.

Recommendation #4: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/26/14

Goal:	**Maintaining Codes and Ordinances**

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.*
   Data Collection Method: Keep track manually. Current list of updates, and meeting notes from past meetings should be available.

2. *The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.*
   Data Collection Method: Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.

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

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	1. Discussions with CDD director on sewer ordinance changes in June 2012. 2. Last Sewer update on sewer was 1-15-13, 1546
	Value	2	<2	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. Good – time since last meeting on code update within last 2 years.
2. Excellent - time since last code update less than 2 years.

Recommendation #1: Bring this forward to the infrastructure committee after meeting on ordinance.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/26/14

Goal:	Communication Program

Responsible Person (RP):
Principal Utilities Civil Engineer

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *Based on the current SSMP phase as described in the Communication Plan (Development, Implementation, Performance phases) in SSMP section xi, the percentage of communication activities completed that have been scheduled per the Communication Plan Table to-date.*
   Data Collection Method: Keep track manually. RP should develop a file for documenting communication activities and completed dates.

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

3. *The percentage of public comment emails received that were responded to.*
   Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the the response percentage.

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% Communication Activities Completed	< 70%	70-80%	80-90%	90-100%
2	# of Public Comment Email Responses	N/A	N/A	N/A	N/A
3	% Public Comment Emails Responded To	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
FY 13-14	Goal	1	2	3	1. Sewer Rate Increase/Study completed 2. Total of 2 sewer specific emails were received by pubworks@cityofwoodland.org 3. All 2 were responded to
	Value	90%	N/A	100%	

Annual Performance Assessment / Recommendations for Updates
1. Good - Majority of information is completed by the Environmental Compliance Specialist. **3. Excellent – 2 emails were responded to in an appropriate amount of time.** Recommendation #1: Dedicate time to updating SSMP and website for public outreach. Recommendation #2: None. Recommendation #3: None.

Signature of Responsible Person: (sign when complete)	Date:
	9/26/14

Goal:	**System Evaluation and Capacity Assurance Program (SECAP)**
Responsible Person (RP): Principal Utilities Civil Engineer	

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*
   Data Collection Method: Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.

2. *Frequency of hydraulic model updates*
   Data Collection Method: Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

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

Periodic Performance Tracking				
Date	**Measured Value**			**Performance Assessment Comments**
FY 13/14	Goal	1	2	
	Value	Excellent	Excellent	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings

1. Excellent – 2/8/2014 Peak daily flow 4.88 mgd, Jun – Oct Average Dry Weather flow 3.87 mgd, Ratio 1.26

2. Excellent – Hydraulic model updated and run on 6/14 from Waterworks Engineering

Recommendation #1: None.

Recommendation #2: None.

Signature of Responsible Person: (sign when complete)	Date:
	09/26/14

Goal:	Staff Training

Responsible Person (RP):
O&M Supervisor

Description of Performance Indicator(s) (PIs):

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

PIs and Data Collection Methods:

1. *The frequency with which tabletop / tailgate training meetings are conducted by the O&M staff.*
   Data Collection Method: Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period.

2. *The frequency with which field / equipment training exercises are conducted by the O&M staff.*
   Data Collection Method: Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period.

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

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

Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
1st Qtr	Goal	1	2	3	
	Value	8	3	1	
2nd Qtr	Goal	1	2	3	
	Value	10	5	2	
3rd Qtr	Goal	1	2	3	
	Value	10	2	2	
4th Qtr	Goal	1	2	3	
	Value	10	3	0	

Annual Performance Assessment / Recommendations for Updates

FY 13/14 Ratings:

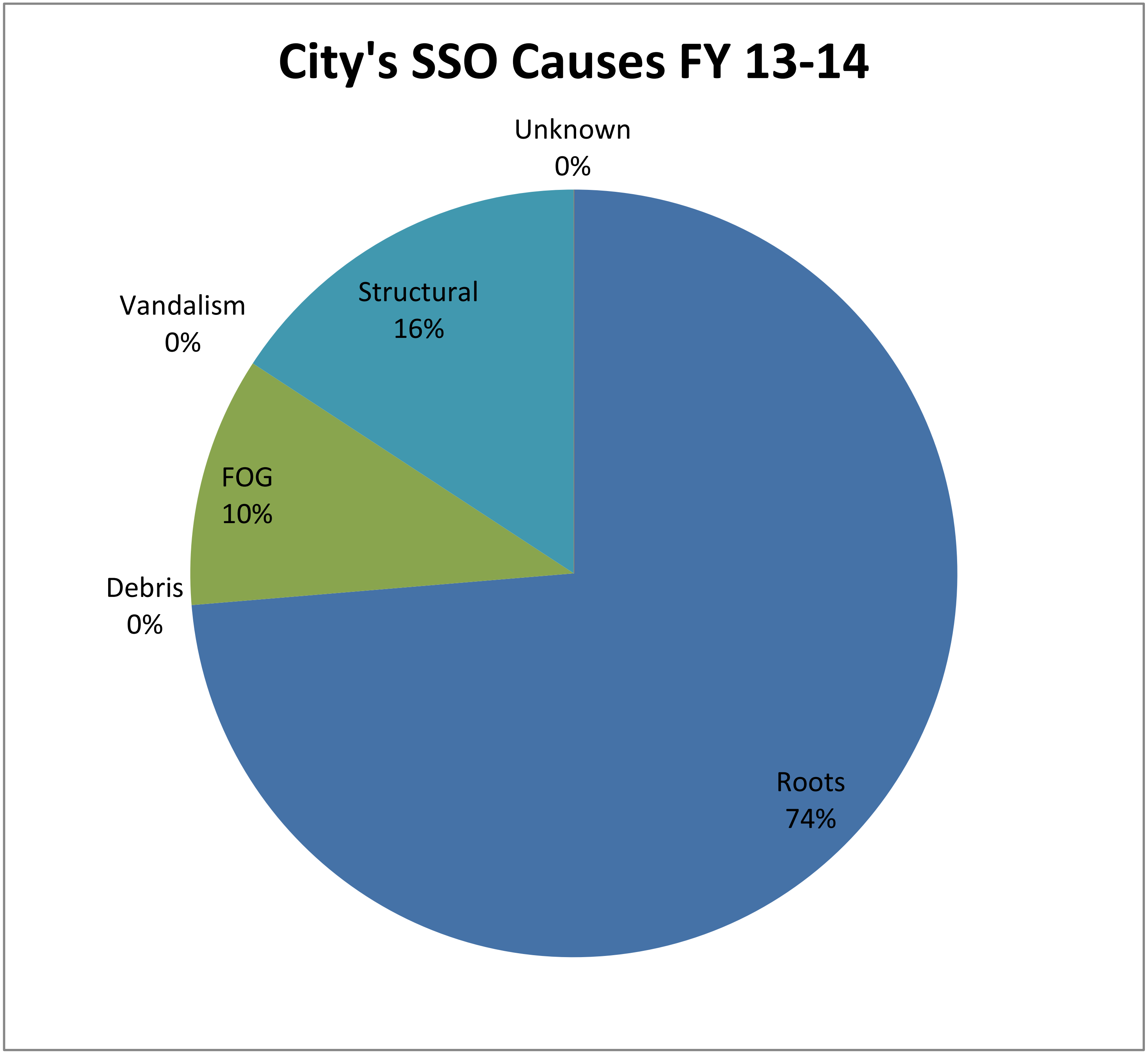
1. **Acceptable – Tailgate meetings are about three times a month based on Attendance Roster and work orders.**
2. **Excellent - Performed training on Vac-Con equipment, Rodding Machine, and other operations.**
3. **Acceptable – Training of SSO response a little more than Quarterly.**

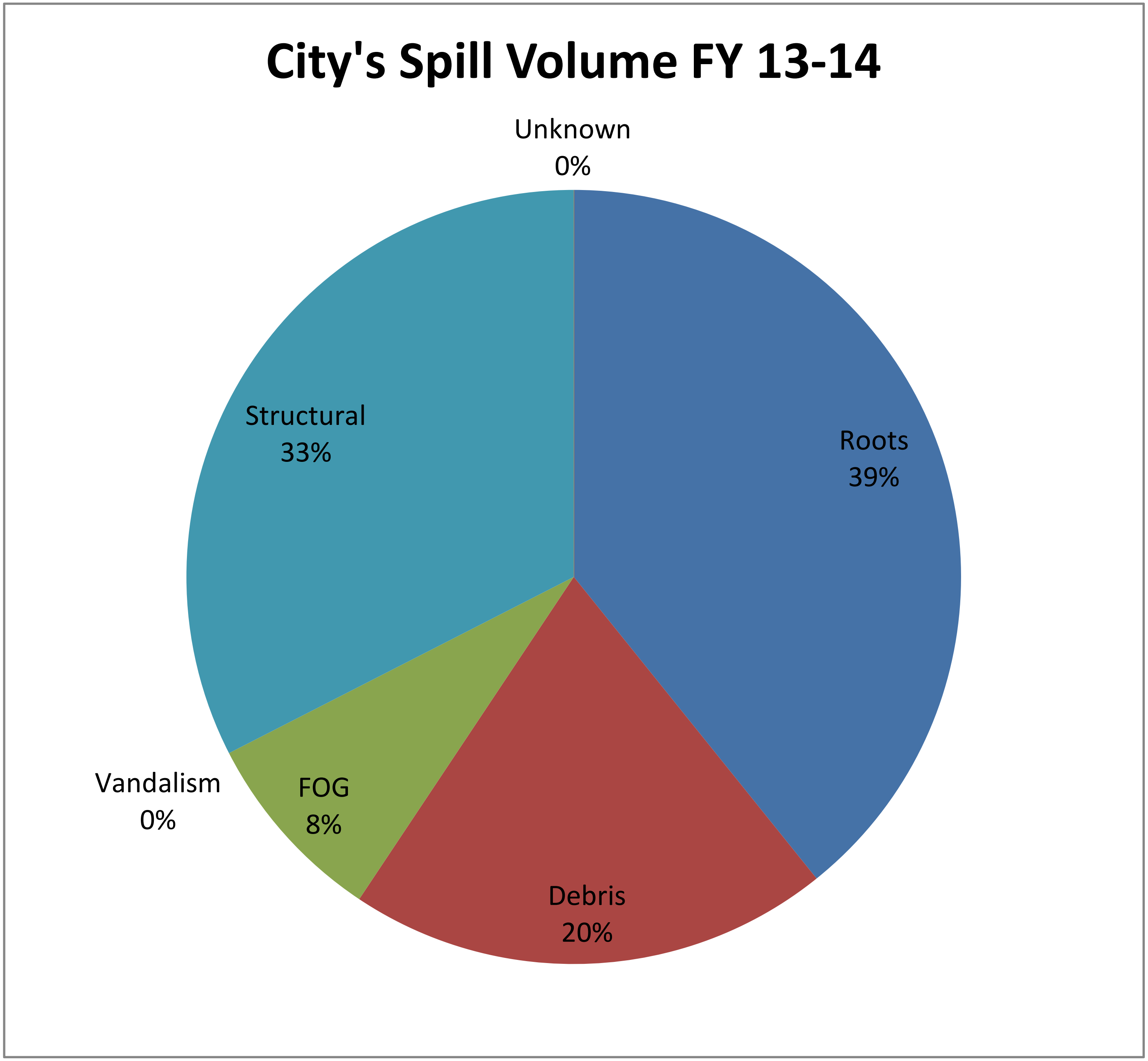
Recommendation #1: None.

Recommendation #2: Change WO descriptions to include equipment/field training.

Recommendation #3: Change WO descriptions to include SSO response training.

Signature of Responsible Person: (sign when complete)	Date:
	10/2/14


City's SSO Causes FY 13-14
Unknown
0%
Structural
16%
Vandalism
0%
FOG
10%
Debris
0%
Roots
74%


City's Spill Volume FY 13-14
Unknown
0%
Structural
33%
Roots
39%
Vandalism
0%
FOG
8%
Debris
20%

Legislation Details (With Text)

5.

File #:	14-422	Version: 1	Name:	
Type:	Consent Item(s)		Status:	Agenda Ready
File created:	10/14/2014		In control:	City Council
On agenda:	11/4/2014		Final action:	

Title: SUBJECT: Approval of City Council Resolution Authorizing Execution of State Standard Agreement for Housing Related Parks Program Grant

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ to authorize the execution of a State Standard Agreement for a Housing Related Parks Program grant in the amount of $137,775 for improvements to City Park (626 Cleveland Street) and authorize the City Manager to execute all agreements necessary for the program.

Sponsors:

Indexes:

Code sections:

Attachments: CC Reso #2 4Nov14
HCD Email on Revised Resolution 8Oct14

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014
SUBJECT: Approval of City Council Resolution Authorizing Execution of State Standard Agreement for Housing Related Parks Program Grant

Recommendation for Action : Staff recommends that the City Council adopt Resolution No. _____ to authorize the execution of a State Standard Agreement for a Housing Related Parks Program grant in the amount of $137,775 for improvements to City Park (626 Cleveland Street) and authorize the City Manager to execute all agreements necessary for the program.

Staff Contact

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

Fiscal Impact

There is no fiscal impact.

Background

The City was awarded a Housing Related Parks (HRP) Program grant this year in the amount of $137,775 for the replacement of the children's large play structure and to add additional lighting at City Park.

Discussion

The Department of Housing and Community Development (HCD) notified HRP grant awardees last month that HCD's legal division determined the governing board resolution authorizing submittal and execution of the grant agreement must also include the grant award amount. As a result, HCD is requiring the submittal of a second resolution that includes the grant award amount.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____ to authorize the execution of a State Standard Agreement for a Housing Related Parks Program grant in the amount of $137,775 for improvements to City Park (626 Cleveland Street) and authorize the City Manager to execute all agreements necessary for the program.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Attachments:
1. Resolution No. _____
2. Email dated October 8, 2014 from Department of Housing and Community Development

RESOLUTION NO. ____________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING EXECUTION OF STATE STANDARD AGREEMENT FOR HOUSING RELATED PARKS PROGRAM GRANT

WHEREAS:

A. The State of California, Department of Housing and Community Development (Department) issued a Notice of Funding Availability dated October 2, 2013 (NOFA), under its Housing Related Parks (HRP) Program.

B. By Resolution No. 6195 the City of Woodland was authorized to apply for an HRP Program Grant and submitted the 2013 Designated Program Year Application Package released by the Department for the HRP Program.

C. The Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement.

D. The Department awarded Applicant an HRP Program Grant in the amount of $137,775.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement), for an HRP Program Grant in the amount of $137,775, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the “HRP Grant Documents”).

2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

3. That the City Manager is authorized to execute the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED this 4th Day of November, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST: APPROVED AS TO FORM:

______________________________ ______________________________

Ana B. Gonzalez, City Clerk Kara K. Ueda, City Attorney

The undersigned City Clerk of the City of Woodland here before named does hereby attest and certify that the forgoing is a true and full copy of a resolution of the City of Woodland adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature____Date____________________

Dan Sokolow

From: Johnson, James@HCD <James.Johnson@hcd.ca.gov>
Sent: Wednesday, October 08, 2014 2:39 PM
Subject: HRPP Standard Agreement Update

Housing-Related Parks Program PY 2013 Awardees:

Congratulations once again on your recent Housing-Related Parks Program award! The Department is processing your Standard Agreement and we estimate it being emailed to the authorized representative and contact person, as identified in your application, for signature within the next two weeks. During the contracting process, our legal division determined the resolution authorizing submittal and execution of the agreement must also include the grant award amount. We recognize that this information was not previously included in the resolution template provided to potential applicants and apologize for any confusion and inconvenience.

As a result, per Exhibit E of the Standard Agreement, awardees that did not previously include the grant award amount in their original resolutions will be required to submit a revised resolution. This, however, will not impact the City/County's ability to encumber funds against its award immediately upon execution of the Standard Agreement.

Once the Department sends you a fully-executed Standard Agreement, you will be authorized to encumber charges against the award. However, the City/County must adopt a revised resolution and forward it to the Department before any actual funds can be disbursed.

Please note, when you receive the Standard Agreement via email, you should sign and return it to the Department as soon as possible to expedite execution.

Thank you for your attention to this matter and we apologize for any inconvenience this may have caused.

Sincerely,

The Housing-Related Parks Program Team

Legislation Details (With Text)

6.

File #:	14-372	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	9/9/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

Title: SUBJECT: Approve the Purchase and Installation of Playground Equipment for City Park

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for City Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed one hundred thirty-seven thousand seven hundred seventy-five dollars.

Sponsors:

Indexes:

Code sections:

Attachments: City Park Playground Equipment Resolution

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Approve the Purchase and Installation of Playground Equipment for City Park

Recommendation for Action : Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for City Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed one hundred thirty-seven thousand seven hundred seventy-five dollars.

Staff Contact

Robert Sanders, Public Works Deputy Director, 661-5959, robert.sanders@cityofwoodland.org

Council Goal

To maintain our parks in a manner that promotes safety and enhances quality of life.

Fiscal Impact

This will be funded by a Housing-Related Parks Program grant in the amount of $137,775. The grant is from the California Department of Housing and Community Development (CDHCD) for improvements to City Park.

Background

City Park is one of our oldest and most centralized parks. It is a medium volume facility that hosts two separate play areas: one for tots, the other for youths ages 5-12. The youth playground equipment was installed approximately 21 years ago and doesn't meet current ADA and fall protection requirements. As such, staff submitted this site in a grant application with the CDHCD for improvements to the facility.

Discussion

The City was awarded a Housing-Related Parks Program grant this year in the amount of $137,775 from the CDHCD for improvements to City Park. The scope of the grant award includes replacement of the existing large play structure, providing improved access to the new play structure, and improving the park's lighting if grant funds are sufficient.

Staff is requesting that the procurement of the equipment be done through CMAS. This program offers a wide variety of commodities and services at prices which have been assessed to be fair, reasonable and competitive. The use of these contracts is available to state and local government agencies. By utilizing CMAS, the City will not only receive competitive pricing, it will also reduce staff time associated with the project and speed up procurement and the installation process as well.

About the vendor: Miracle Playsystems, Inc. is a well-established provider of high quality playground equipment that our organization has used confidently in the past and is a longtime participant of CMAS. By utilizing Miracle Playsystems, Inc. as our selected vendor, we not only benefit from their competitive pricing, but also their commitment to quality and customer service that we have received in previous interactions.

Furthermore, this will be a community outreach project that will involve input from individuals who frequent the park. Residents will have the opportunity vote on the final selection of the playground equipment; this has been done very successfully in the past at other locations. Staff and the selected vendor will hold a Community Day at City Park where park users (young and old) will be able to vote on their favorite configuration from a selection of structures that have been preapproved by the City.

Commission/Committee Recommendation

Not applicable.

Conclusion

Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute a contract with Miracle Playsystems, Inc. for the purchase of playground equipment for City Park utilizing California Multiple Award Schedules (CMAS) pricing not to exceed one hundred thirty-seven thousand seven hundred seventy-five dollars.

Prepared by: Robert Sanders, Public Works Deputy Director

Reviewed by: Greg Meyer, Public Works Director

Paul Navazio, City Manager

Attachment

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH MIRACLE PLAYSYSTEMS, INC. UTILIZING CALIFORNIA MUNICIPAL AWARD SCHEDULE (CMAS) PRICING IN THE AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-SEVEN THOUSAND SEVEN HUNDRED SEVENTY-FIVE DOLLARS

WHEREAS, the City of Woodland strives to maintain our parks in a manner that promotes safety and enhances quality of life;

WHEREAS, Miracle Playsystems, Inc., a playground equipment company, provides quality playground equipment to municipalities throughout the State;

WHEREAS, the proposed contract results in a onetime cost of one hundred thirty-seven thousand seven hundred seventy-five dollars for the purchase of playground equipment for City Park;

WHEREAS, utilizing California Municipal Award Schedule (CMAS) ensures a competitively bid pricing;

WHEREAS, funding in support of this contract is provided by a housing-related parks program grant in the amount of one hundred thirty- seven thousand seven hundred seventy-five dollars.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council hereby authorizes the City Manager to execute a contract with Miracle Playsystems, Inc. utilizing CMAS pricing in the amount not to exceed one hundred thirty-seven thousand seven hundred seventy-five dollars.

PASSED AND ADOPTED by the City Council this 21st day of October 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

ATTEST: _________________________________

Ana Gonzalez, City Clerk

Legislation Details (With Text)

7.

File #:	14-447	Version: 1	Name:		
Type:	Consent Item(s)		Status:	Agenda Ready	
File created:	10/31/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

Title: SUBJECT: Approve Agreement with Del Rio Advisors LLC for Financial Analyst Services.

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____ approving an agreement with Del Rio Advisors LLC for Financial Analyst services, and authorize the City Manager to execute the related contract.

Sponsors:

Indexes:

Code sections:

Attachments: Resolution Awarding Municipal Financial Advisor Services
DRAFT Agreement with Del Rio Advisors LLC

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Approve Agreement with Del Rio Advisors LLC for Financial Analyst Services.

Recommendation for Action : Staff recommends that the City Council approve Resolution No. _____ approving an agreement with Del Rio Advisors LLC for Financial Analyst services, and authorize the City Manager to execute the related contract.

Staff Contact

Kim McKinney, Finance Officer - (530)661-5849, kimberly.mckinney@cityofwoodland.org

Fiscal Impact

This contract is for a proposed term of four years, with optional extension thereafter. Compensation under this contract will vary depending upon the types of financial advisor (FA) services used. FA services for bond issuances will be dependent upon the size of the bond and the type of offering (public or private). FA services for non-bond related items are based on an hourly rate. Expected fees are included in the budget.

Background

The City has used the services of Del Rio Advisors, LLC (DRALLC) as a municipal financial advisor for a variety of transactions since 2002. The principal of DRALLC, Ken Dieker, has provided FA services for bond issuances and refundings, other long term debt transactions, and provision of general financial advice.

In January 2013, the Securities and Exchange Commission (SEC) passed a new rule, the Dodd-Frank Act, which narrows the definition of a municipal financial advisor, and requires all who qualify under this definition to register with the SEC. This rule became effective July 1, 2014.

Discussion

In order to comply with the Municipal Advisor Rule, DRALLC is required to make certain disclaimers, waivers and disclosures to the City. These have been incorporated in the attached draft contract. Inclusion of this information does not change the City's operating relationship with DRALLC. The majority of the impact from the Municipal Advisor Rule will relate to the communication between underwriters, the City and DRALLC.

Conclusion

Staff recommends that the City Council approve Resolution No. _____ approving an agreement with Del Rio Advisors LLC for Financial Analyst services, and authorize the City Manager to execute the related contract.

Prepared by: Kim McKinney, Finance Officer

Paul Navazio, City Manager

Attachments: Resolution
Draft Agreement

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH DEL RIO ADVISORS LLC FOR MUNICIPAL FINANCIAL ADVISOR SERVICES

WHEREAS, the City of Woodland wishes to enter into a professional services agreement with Del Rio Advisors LLC for municipal financial advisor services ("Agreement"); and

WHEREAS, municipal financial advisor services are required for the City and Woodland Finance Authority; and

WHEREAS, Del Rio Advisors LLC has represented that it is qualified to perform these services; and

WHEREAS, the City Council wishes to approve the Agreement and authorize its execution through the adoption of this Resolution.

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

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

Section 2. A copy of the Agreement is available and on file in the City Clerk's office, and is incorporated herein by reference and made a part of this Resolution..

PASSED AND ADOPTED this ________ day of ___________ 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

82093.00001\8555510.2

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT

1. PARTIES AND DATE.

This Professional Services Agreement ("Agreement") is made and entered into this ____________ day of ____________, 2014, by and between the City of Woodland, a municipal corporation organized under the laws of the State of California with its principal place of business at 300 First Street, Woodland, CA 95695 ("City") and Del Rio Advisors, LLC, a California limited liability corporation with its principal place of business at 1325 Country Club Drive, Modesto, CA 95356 ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

2. ROLE OF CONSULTANT.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing municipal finance services to public clients, is licensed in the State of California to do such business, and is familiar with the operations of City.

As of the date of this Agreement, Consultant does not have any legal or disciplinary disclosures that are material to the City's evaluation of Consultant. If Consultant becomes aware of any legal or disciplinary actions that arise after this disclosure, Consultant will disclose the detailed information in writing to the City in a timely manner.

Consultant possesses the required knowledge and expertise and will make a reasonable inquiry as to the facts that are relevant in determining the basis of advice provided and a reasonable investigation to determine that the City is not forming a recommendation on materially inaccurate information. Consultant does not act as principal in any of the transaction(s) related to this Agreement.

City desires to engage Consultant to render such services as its Municipal Finance Advisor, as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional municipal finance consulting services necessary for completion of services ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

3.1.2 Term. The term of this Agreement shall be for a four year period, from July 1, 2014 to June 30, 2018, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods, and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Fiduciary Duty. As a registered Municipal Advisor with the SEC and Municipal Securities Rulemaking Board, Consultant has a fiduciary duty to City that is more specifically detailed in Exhibit "B," attached hereto and incorporated herein by reference.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to review and approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that Kenneth L. Dieker will perform and coordinate the Services under this Agreement. Should Mr. Dieker become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

3.2.5 City's Representative. The City hereby designates the City Manager and the City Finance Officer, or their designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants, and other staff at all reasonable times.

3.2.7 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions caused by the Consultant's failure to comply with the standard of care provided for herein.

3.2.8 Laws and Regulations; Employee/Labor Certifications. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules, and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify, and hold City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.9 Insurance.

3.2.9.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

3.2.9.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subconsultants. Consultant shall also require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*:

Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(B) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability:* One Million Dollars ($1,000,000.00) per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage; and (3) *Workers' Compensation:* Workers' Compensation limits as required by the Labor Code of the State of California.

3.2.9.3 Professional Liability. Consultant shall procure and maintain for a period of five (5) years following completion of the Project, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than One Million Dollars ($1,000,000.00) per claim, and shall be endorsed to include contractual liability.

3.2.9.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(B) Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

(C) Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

(D) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents, and volunteers.

3.2.9.5 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers.

3.2.9.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents, and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

3.2.9.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.

3.2.9.8 Verification of Coverage. Consultant shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.9.9 Reporting of Claims. Consultant shall report to the City, in addition to Consultant's insurer, any and all insurance claims submitted by Consultant in connection with the Services under this Agreement.

3.2.10 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.2.11 Conflict of Interest. Consultant shall act in the City's best interest without regard to Consultant's financial interest. Consultant has not, and will not, recommend any transaction that does not appear to be in the City's best interest.

Consultant knows of no actual or potential conflicts of interest that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If Consultant becomes aware of any potential conflict of interest, during the term of this Agreement, Consultant shall disclose the detailed information in writing to the City of Woodland in a timely manner. Consultant shall consider the following conflicts, but the consideration is not limited to the following: (i) identifying any affiliate of Consultant that provides any advice, service, or product to or on behalf of the City that is directly or indirectly related to the municipal advisory activities to be performed by Consultant; (ii) any payments made by Consultant directly or indirectly to obtain or retain the City's municipal advisory business;(iii) any payments received by the Consultant from third parties to enlist the Consultant's recommendation to the City of its services, any municipal securities transaction or any municipal finance product; and/or (iv) any fee-splitting arrangements involving the Consultant and any provider of investments or services to the City.

If during the term of this Agreement, Consultant is paid a fee that is contingent upon the settlement of a transaction, Consultant hereby notifies the City that a potential conflict of interest will exist for recommending the transaction. This discloser of a potential conflict of interest will not impair Consultant's ability to render unbiased and competent advice or to fulfill its fiduciary duty.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference.

3.3.2 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work, to be compensated as provided for in Exhibit C. As used herein, "Extra Work" means any work determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services that have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished documents and data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request. City shall compensate Consultant for any outstanding invoices, any out-of-pocket expenses incurred prior to the date of termination, and pay any outstanding hours worked prior to the date of termination for any project for which compensation was to be provided on an hourly basis.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 Ownership of Materials and Confidentiality.

3.5.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

3.5.2 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data and indemnify and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant.

3.5.3 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.4 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of City, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.6 General Provisions.

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

Consultant:

Del Rio Advisors, LLC
1325 Country Club Drive
Modesto, CA 95356
Phone: (209) 543-8704
Facsimile: (209) 480-1862
Email: kdieker@delrioadisors.com

City:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: Finance Director

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

3.6.2 Indemnification.

3.6.2.1 Scope of Indemnity**.** To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

3.6.2.2 Additional Indemnity Obligations. Consultant shall defend, with Counsel of City's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.6.1 that may be brought or instituted against City or its directors, officials, officers, employees, volunteers and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse City for the cost of any settlement paid by City or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Consultant shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.

3.6.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

3.6.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.6.5 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.6.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.6.7 Assignment or Transfer. Consultant shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.6.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

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

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

3.6.11 No Third Party Beneficiaries. Except to the extent expressly provided for in Section 3.6.7, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

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

3.6.13 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.6.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.6.15 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.6.16 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

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

3.6.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the ______ day of _______, 2014.

CITY OF WOODLAND	**DEL RIO ADVISORS, LLC**
By: ________________________	By: ___________________________
Paul Navazio, City Manager	Kenneth L. Dieker, Principal

Attest: ________________________
Ana B. Gonzalez
City Clerk

EXHIBIT "A"

SCOPE OF SERVICES

Pursuant to the terms of the Agreement, Consultant shall:

- Review all underwriter and placement agent proposals for specific transactions and make recommendations
- Either create or actively participate in the development of a sound financial plan
- Determine the most cost effective way to carry out the plan that is being considered, including recommending innovative alternatives
- If requested, take primary responsibility for all quantitative analysis related to the project including: sources and uses of funds, debt service schedules, yield calculations, savings calculations, etc.
- Develop a detailed financing schedule and interested parties list
- Coordinate the efforts of bond counsel, disclosure counsel, underwriter(s), placement agent, trustee, etc. with respect to the preparation and approval of the financing documents
- Review and comment on all documents*
- Attend all meetings and present materials as needed
- Prepare and coordinate comprehensive presentations to the rating agencies and bond insurers
- Prepare detailed costs of issuance and if public sale recommend a gross spread level
- Undertake pre-pricing analysis prior to sale; advise the issuer and help in the negotiation with respect to pricing on the day of sale
- Coordinate the approval, delivery and printing of all legal documents, closing certificates and the final official statement*
- Perform any other tasks or projects, as required

Consultant shall perform reasonable diligence that will allow it to form a reasonable basis for believing that any recommendations will be suitable for the City. Consultant shall discuss the material risks, potential benefits, structure, and other characteristics of the recommendation with the City. Consultant will consider other reasonably feasible alternatives that might also or alternatively serve the City's objectives.

If the City requests Consultant review and evaluate a recommendation made by another party, Consultant will discuss with the City:

- an evaluation of the material risks, potential benefits, structure and other characteristics of the recommendation;

- whether Consultant reasonably believes that the recommendation is suitable and the basis for the belief;

- whether Consultant has investigated or considered other reasonably feasible alternatives to the recommendation.

* Consultant will review and comment on all documents and assist in preparing any documents necessary for the sale of a new issue or reoffering of municipal securities, including the official statement, offering memorandum or similar disclosure documents. However, besides tables or charts specifically prepared by Consultant, and footnoted as such, Consultant takes no responsibility for the accuracy or completeness of any of the data contained therein as provided by others including the City. Consultant may rely upon data provided by others in the preparation of tables and charts and takes no responsibility for the accuracy or completeness of the data provided.

EXHIBIT "B"

FIDUCIARY DUTY

Consultant is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (MSRB). As such, Consultant has a fiduciary duty to the City and must provide both Duty of Care and Loyalty that entails the following:

a) exercise due care in performing its municipal advisory activities;
b) possess the degree of knowledge and expertise needed to provide the City with informed advice;
c) make a reasonable inquiry as to the facts that are relevant to the City's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the City; and
d) undertake a reasonable investigation to determine that Consultant is not forming any recommendation on materially inaccurate or incomplete information; Consultant must have a reasonable basis for:
    i. any advice provided to or on behalf of the City;
    ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the City, any other party involved in the municipal securities transaction or municipal financial product, or investors in the City securities; and
    iii. any information provided to the City or other parties involved in the municipal securities transaction when participating in the preparation of an official statement.
e) Consultant must deal honestly and with the utmost good faith with the City and act in the City's best interests without regard to the financial or other interests of Consultant.

EXHIBIT "C"

COMPENSATION

The fees paid to Consultant increase the cost of investment to the City. The increased cost occurs from compensating Consultant for municipal advisory services provided.

Consultant's compensation for public offerings and private placement bonds are contingent upon the successful closing of the transaction, as follows:

Public Offering

Public Offering

Low	High	Fee(1)
0	5,000,000	32,500
5,000,001	10,000,000	42,500
10,000,001	20,000,000	52,500
20,000,001	50,000,000	62,500
>50,000,000		72,500

(1) Add to this figure up to a "not-to-exceed" $2,500 for normal reimbursable expenses.
(2) All fees assume negotiated bond sale; add $5,000.00 for competitive sale.

Reimbursable expenses would include normal items such as mileage, hotels, conference calls, photocopying, etc. These will be billed at cost based upon actual receipts.

Private Placement

Private Placement			
	Low	**High**	**Fee** [1]
	0	5,000,000	17,500 [2]
	5,000,001	10,000,000	27,500
	10,000,001	20,000,000	37,500
	20,000,001	20,000,000	47,500
	>50,000,000		57,500

(1) Add to this figure up to a "not-to-exceed" $2,500 for normal reimbursable expenses.

(2) As previously agreed, $15,000 would be the fixed fee without expenses for subordinate private placements related to the Spring Lake CFD.

Reimbursable expenses would include normal items such as mileage, hotels, conference calls, photocopying, etc. These will be billed at cost based upon actual receipts.

Hourly Charges

Consultant charges one hourly rate for all special engagements and would require a separate agreement or notice to proceed on this basis:

Assigned Personnel	Hourly Rate
Kenneth L. Dieker, Principal	$175.00

Consultant would also seek reimbursement of expenses that would include normal items such as mileage, hotels, conference calls, photocopying, etc. These will be billed at cost based upon actual receipts.

Legislation Details (With Text)

8.

File #:	14-419	Version: 1	Name:		
Type:	Public Hearing Item		Status:	Agenda Ready	
File created:	10/13/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		

Title: SUBJECT: Conduit Financing for the Goodwill Industries, Sacramento & Northern Nevada Project

Recommendation for Action: Staff recommends that the City Council:

1) Conduct a public hearing under the requirements of Tax Entity and Financial Responsibility Act ("TEFRA") and the Internal Revenue Code of 1986, as amended (the "Code"); and

2) Adopt Resolution No. _____ approving the issuance of the Bonds by the California Municipal Finance Authority ("CMFA") for the benefit of Goodwill Industries of Sacramento Valley & Northern Nevada, a California non-profit corporation, or a subsidiary or affiliate thereof (the "Borrower"), to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following).

Sponsors:

Indexes:

Code sections:

Attachments: 2014 TEFRA Resolution

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Conduit Financing for the Goodwill Industries, Sacramento & Northern Nevada Project

Recommendation for Action: Staff recommends that the City Council:

1) Conduct a public hearing under the requirements of Tax Entity and Financial Responsibility Act ("TEFRA") and the Internal Revenue Code of 1986, as amended (the "Code"); and

2) Adopt Resolution No. _____ approving the issuance of the Bonds by the California Municipal Finance Authority ("CMFA") for the benefit of Goodwill Industries of Sacramento Valley & Northern Nevada, a California non-profit corporation, or a subsidiary or affiliate thereof (the "Borrower"), to provide for the financing of the Project, such adoption is solely for the purposes of satisfying the requirements of TEFRA, the Code and the California Government Code Section 6500 (and following).

Staff Contact

Wendy Ross, Economic Development Manager-(530)661-5921,wendy.ross@cityofwoodland.org

Council Goal

Economic Development -Provide for a diversified economic base with a range of employment opportunities by supporting growth of existing businesses, and providing expanded opportunities for new businesses through targeted infrastructure investments and leveraging existing community and regional assets.

Fiscal Impact

The Board of Directors of the California Foundation for Stronger Communities, a California non-profit public benefit corporation (the "Foundation"), acts as the Board of Directors for the CMFA. Through its conduit issuance activities, the CMFA shares a portion of the issuance fees it receives with its member communities and donates a portion of these issuance fees to the Foundation for the support of local charities. With respect to the City of Woodland, it is expected that a portion of the issuance fee will be granted by the CMFA to the general fund of the City of Woodland. Such grant may be used for any lawful purpose of the City. The Borrower will be the beneficiary of the CMFA's charitable donation through a 25% reduction in issuance fees.

Report in Brief

Conduct a public hearing under the Tax and Equity Fiscal Responsibility Act ("TEFRA") on November 4, 2014 in connection with the proposed issuance in one or more series of revenue bonds by the California Municipal Finance Authority ("CMFA"), a joint exercise of powers authority and public entity of the State of California, in an amount not to exceed $25,000,000, (the "Bond"), for the purpose of financing and refinancing the acquisition, construction, improvement, renovation, furnishing and equipping of certain retail and donation facilities located in the City of Woodland (the "Project").

Background

Goodwill Industries of Sacramento Valley & Northern Nevada has requested that the CMFA serve as the municipal issuer of the Bonds:

1. For the acquisition, construction, improvement, renovation, furnishing and equipping of certain retail and donation facilities to be located at: 1770 East Main Street, Woodland, California 95776

2. Establish a debt service reserve fund for the Bonds; and

3. To pay certain expenses incurred in connection with the issuance of the Bonds.

The Project is to be owned and operated by the Borrower.

In order for all or a portion of the Bonds to qualify as tax-exempt bonds, the City of Woodland must conduct a public hearing (the "TEFRA Hearing") providing for the members of the community an opportunity to speak in favor of or against the use of tax-exempt bonds for the financing of the Project. Prior to such TEFRA Hearing, reasonable notice must be provided to the members of the community. Following the close of the TEFRA

Hearing, an "applicable elected representative" of the governmental unit hosting the Project must provide its approval of the issuance of the Bonds for the financing of the Project.

Discussion

The CMFA was created on January 1, 2004 pursuant to a joint exercise of powers agreement to promote economic, cultural and community development, through the financing of economic development and charitable activities throughout California. To date, over 200 municipalities have become members of CMFA. The City of Woodland became a member of the CMFA effective on October 31, 2012.

The CMFA was formed to assist local governments, non-profit organizations and businesses with the issuance of taxable and tax-exempt bonds aimed at improving the standard of living in California. The CMFA's representatives and its Board of Directors have considerable experience in bond financings.
The Joint Exercise of Powers Agreement provides that the CMFA is a public entity, separate and apart from each member executing such agreement. The debts, liabilities and obligations of the CMFA do not constitute debts, liabilities or obligations of the members executing such agreement.

The Bonds to be issued by the CMFA for the Project will be the sole responsibility of the Borrower, and the City will have no financial, legal, moral obligation, liability or responsibility for the Project or the repayment of the Bonds for the financing of the Project. All financing documents with respect to the issuance of the Bonds will contain clear disclaimers that the Bonds are not obligations of the City or the State of California, but are to be paid for solely from funds provided by the Borrower.

Participation by the City in the CMFA will not impact the City's appropriations limits and will not constitute any type of indebtedness by the City. Outside of holding the TEFRA hearing, adopting the required resolution, no other participation or activity of the City or the City Council with respect to the issuance of the Bonds will be required.

Conclusion

Staff recommends that the City Council:

1. Conduct the TEFRA Hearing; and
2. Adopt the resolution approving the issuance of the Bonds by the California Municipal Finance Authority ("CMFA") for the benefit of Goodwill Industries of Sacramento Valley & Northern Nevada.

Prepared by: Wendy Ross, Economic Development Manager

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

Exhibits: Resolution

RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING THE ISSUANCE OF BONDS BY THE CALIFORNIA MUNICIPAL FINANCE AUTHORITY FOR A PROJECT OF GOODWILL INDUSTRIES OF SACRAMENTO VALLEY AND NORTHERN NEVADA, INC.

WHEREAS, Goodwill Industries of Sacramento Valley and Northern Nevada Inc., a California nonprofit public benefit corporation (the "Corporation"), has requested that the California Municipal Finance Authority (the "Authority") approve the issuance of the Authority's bonds in an aggregate amount not to exceed $25,000,000 (the "Bonds") under a Bond Indenture authorized and executed by the Authority and U.S. Bank National Association, as bond trustee; and

WHEREAS, the proceeds of the Bonds will be loaned by the Authority to the Corporation and will be used in part to: (i) finance the acquisition, construction, improvement, renovation, furnishing and equipping of retail and/or donation collection facilities, to be located in the City of Woodland (the "City") at 1770 East Main Street, Woodland, CA 95776 (the "Project"), which are and will be owned and operated by the Corporation; (ii) establish a debt service reserve fund for the Bonds; and (iii) pay certain expenses incurred in connection with the issuance of the Bonds; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the issuance of the Bonds must be approved by the City because some or all of the Project may be located within the jurisdiction of the City; and

WHEREAS, the City Council of the City (the "City Council") is the elected legislative body of the City and is the applicable elected representative required to approve the execution and delivery of the Bonds pursuant to Section 147(f) of the Code; and

WHEREAS, the Authority has requested the City Council approve the execution and delivery of the Bonds by the Authority in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 4 of the Joint Exercise of Powers Agreement Relating to the California Municipal Finance Authority, dated as of January 1, 2004 (the "Agreement"), among certain local agencies, including the City; and

WHEREAS, pursuant to Section 147(f) of the Code, the City Council has, following notice duly given, held a public hearing regarding the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

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

Section 1. The City Council hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the City Council that this resolution constitute approval of the issuance of the Bonds by the Authority for the purposes of Section 147(f) of the Code by the applicable elected representative of the governmental unit having jurisdiction over the area in which some or all of the Project may be located, in accordance with said Section 147(f) and Section 4 of the Agreement.

Section 2. The issuance of the Bonds shall be subject to the approval of the Authority of all financing documents relating thereto to which the Authority is a party. The City shall have no responsibility or liability whatsoever with respect to the Bonds.

Section 3. The adoption of this Resolution shall not obligate the City or any department thereof to (i) provide any financing to acquire, rehabilitate or construct the Project or any refinancing of the Project; (ii) approve any application or request for or take any other action in connection with any planning approval, permit or other action necessary for the acquisition, rehabilitation or operation of the Project; (iii) make any contribution or advance any funds whatsoever to the Authority; or (iv) take any further action with respect to the Authority or its membership therein.

Section 4. The officers of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

Section 5. The Clerk shall forward a certified copy of this Resolution to the Authority in care of its counsel:

Ronald E. Lee, Esq.
Jones Hall
475 Sansome Street, Suite 1700
San Francisco, CA 94111

Section 6. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the City Council of the City of Woodland this _____ day of ___________, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

9.

File #:	14-438	Version: 1	Name:		
Type:	Report of the City Manager		Status:	Agenda Ready	
File created:	10/28/2014		In control:	City Council	
On agenda:	11/4/2014		Final action:		
Title:	SUBJECT: Residential Energy Marketing Program Agreement				

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ and enter into the Residential Energy Marketing Program Agreement with PG&E and Empower Efficiency to implement a residential energy efficiency marketing program in Woodland.

Sponsors:

Indexes:

Code sections:

Attachments: Resolution to enter into PG&E and Empower Efficiency partnership agreement
Residential Energy Marketing Program Agreement 10-28-14 signed

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Residential Energy Marketing Program Agreement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ and enter into the Residential Energy Marketing Program Agreement with PG&E and Empower Efficiency to implement a residential energy efficiency marketing program in Woodland.

Staff Contact

Roberta Childers, Environmental Resource Analyst
661-2060, roberta.childers@cityofwoodland.org

Council Goal

Support of the proposed program to lower residential energy use and enhance energy awareness is consistent with the City's goals for environmental sustainability.

Fiscal Impact

The energy efficiency program will have no fiscal impact on the City, as it will be funded by PG&E.

Approximately 8 hours per week is estimated to be needed on the part of a City staff liaison in the first year of the program, with the need dropping off in subsequent years.

Background

On July 15, 2014, the City Council adopted the City of Woodland Preliminary 2020 Climate Action Plan (CAP), which sets forth strategies to reduce community-wide greenhouse gas (GHG) emissions by 2020 to a level that is 15% below Woodland's 2005 level. Achieving this reduction will require actions to eliminate emissions of 60,000 metric tons of equivalent carbon dioxide ($MTCO_2e$). As shown in the CAP, most of the progress toward meeting this GHG reduction target will need to come from increases in energy efficiency and renewable energy use. The CAP also emphasizes the critical role of public involvement in ensuring CAP implementation success, for example through the establishment of self-motivated citizens groups to help initiate and lead community education and outreach efforts.

Discussion

PG&E has approached the City with a unique opportunity to address our CAP energy and public involvement goals: a long-term, Woodland-focused program aimed at increasing residential energy efficiency and generating lasting behavioral changes in energy use, which emphasizes the involvement of community networks in public engagement. The project would promote customer participation in the array of available PG&E rebates, incentives, and assistance programs; provide direct customer assistance in navigating PG&E programs as needed; and work to generate lasting energy conservation awareness. It would be implemented over at least a 2-year period by PG&E contractor Empower Efficiency, which specializes in developing and implementing programs that combine community-wide marketing efforts with behavior and social science approaches to increase energy conservation awareness and participation in energy savings programs. The company has successfully led several similar efforts on behalf of utilities and government organizations. The project would serve as a model for connecting Central Valley communities with PG&E programs for lowering energy consumption and customers' energy costs while providing a great impetus to implementation of Woodland's CAP.

Empower Efficiency's approach includes using diverse methods to motivate members of the public in all community sectors and economic groups to conserve energy, and adapting the methods as needed to improve effectiveness. Methods include a combination of high-visibility activities such as holding workshops and participating in community events, engaging in face-to-face contact through neighborhood canvassing and hands-on customer assistance provided at a storefront office; and use of social media.

Empower Efficiency would dedicate a full-time employee to the Woodland program and intends to hire three full-time outreach coordinators from the Woodland area, at least two of whom would be fluent in Spanish. Local community volunteers and organizations (e.g., Chamber of Commerce, service clubs, sports leagues) would be engaged as partners that receive incentives for energy-efficiency referrals. The project would also focus on encouraging more local contractors to obtain the necessary training in energy-efficiency upgrades to participate in PG&E incentive programs.

Woodland was chosen to be one of two potential demonstration project communities in the state (the second is in the Bay Area) on the basis of a number of criteria, which included our population diversity, age of housing stock, residential energy use levels, distinct downtown, walkable community, and adopted climate action plan.

PG&E would like the Woodland program to serve as a model for communities throughout the Central Valley.

The project is to be fully funded by PG&E. City contributions to the project would consist of expressing and demonstrating support through our public information outlets and in event marketing, helping to connect the program with community organizations, exemplifying efficient energy use in our own operations, and providing a staff liaison. The City staff commitment is expected to amount to 8 hours per week in the first year and to decline in subsequent years. This expected time commitment is much less than the amount of staff time we have anticipated would be needed to effectively address the CAP energy and public involvement goals on our own.

Commission/Committee Recommendation

Empower Efficiency and PG&E representatives presented and discussed the proposed program at the October 14 City Council Sustainability Committee meeting. The attendees were supportive of the City accepting this opportunity offered by PG&E.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____ and enter into the Residential Energy Marketing Program Agreement with PG&E and Empower Efficiency to implement a residential energy efficiency marketing program in Woodland.

Prepared by: Roberta Childers, Environmental Resource Analyst

Reviewed by: Gregor G. Meyer, Public Works Director

Paul Navazio, City Manager

Attachments: (1) Resolution
(2) Residential Energy Marketing Program Agreement

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ENTER INTO A RESIDENTIAL ENERGY MARKETING PROGRAM AGREEMENT WITH PG&E AND EMPOWER EFFICIENCY

WHEREAS, Assembly Bill 32 (2006), the Global Warming Solutions Act, established a statewide target for reducing greenhouse gas (GHG) emissions to 1990 levels by 2020; and

WHEREAS, State guidance encourages local governments to contribute to these GHG reduction efforts by reducing GHG emissions 15% from 2005 levels by 2020; and

WHEREAS, the City of Woodland on July 15, 2014, adopted the City of Woodland Preliminary 2020 Climate Action Plan (CAP), which sets forth a program of actions for reducing community-wide reduction of GHG emissions 15% from Woodland's 2005 levels by 2020; and

WHEREAS, PG&E is offering to sponsor a Woodland-focused residential energy efficiency marketing program that would be designed and implemented by Empower Efficiency that could substantially enhance the City's progress toward meeting the GHG reduction target identified in the CAP, assist residents in lowering their energy costs, and result in long-term community engagement in energy conservation efforts; and

WHEREAS, the City Council wishes to participate in and support the goals of the PG&E/Empower Efficiency program.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby agrees to support the program by entering into the Residential Energy Marketing Program Agreement with PG&E and Empower Efficiency.

PASSED AND ADOPTED this 4th day of November 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Residential Energy Marketing Program Agreement

I. Declaration of Commitment

The City of Woodland (City), Pacific Gas and Electric Company (PG&E), and Empower Efficiency, LLC (together, Parties) are joining together to take actions to support the goal of reducing energy waste in Woodland. Together, the goals are to cause a chain reaction that:

- Fosters energy efficiency behavior and actions;
- Promotes economic development; and
- Protects the future of our planet by leading to sustainable energy for all.

By signing this Residential Energy Marketing Program Agreement (Agreement), the City of Woodland plans to:

- **Lead by example.** This means reducing the City's energy use by turning off unnecessary lights, unplugging unused office equipment and appliances, and finding other opportunities to reduce energy consumption.
- **Engage City employees and residents** to take action by supporting and passing on the message. This means the City will encourage its employees and residents to take action by promoting the Residential Marketing Program (Program) described herein through existing communication channels, events, and through new outreach avenues.

II. Purpose

The purpose of this Agreement is to establish a working arrangement between the Parties to promote increased energy efficiency across the city through a to-be-named Program.

This voluntary Agreement represents a non-binding expression of intent between the Parties to work together to promote energy efficiency in the City through behavior-based changes, while concurrently increasing citizen engagement in, and awareness of, energy efficiency products and programs.

III. About the Program

The Program aims to increase participation in existing residential energy efficiency programs. It will offer PG&E's Woodland customers a tailored and seamless energy efficiency journey. PG&E is working closely with Empower Efficiency to implement a state of the art data tracking system, on the ground program support, and extensive contractor engagement. The Program will use community-based social marketing and earned media to drive demand for products and services, as well as data tracking to ensure quality control and continuous improvement.

Empower Efficiency will manage and implement the Program, working closely with the City, Yolo Energy Watch, local volunteers, and PG&E staff. Empower Efficiency will have a full-time staff person based in Woodland and also will hire community organizers from the Woodland area to support Program implementation.

IV. Desired Benefits to the City

The hope is the Program will benefit the City as follows:

- **Climate Action Plan (CAP) Implementation Support**

  This Agreement supports a program focused on energy efficiency upgrades for existing homes which is consistent with the City's overall CAP strategy. Resulting emissions reductions will contribute to Woodland's GHG emissions reduction goal of 15% below Woodland's 2005 level by 2020.

- **Stabilized Energy Costs**

  Energy Efficiency programs generally contribute to reducing the need for new power plants which helps keep power prices more stable for our citizens, since near-term (new) investments in energy infrastructure become less necessary.

- **Meeting State Energy and Environmental Goals**

  The home energy efficiency program typically helps meet local government goals related to, numerous State energy initiatives, including the State of California's Long-Term Energy Efficiency Strategic Plan and Assembly Bill (AB) 32, the Global Warming Solutions Act.

- **Increased Opportunities for Energy-Related Funding**

  An increasing number of state and federal grant opportunities require local government applicants to adopt climate action or energy-efficiency plans in place. This Agreement can help satisfy these requirements.

- **Increased Energy Educational Benefits**

  Participation in this Agreement offers opportunities to make citizens become more aware of multiple ways to reduce energy use, while educating them about the economic and environmental benefits that accrue through more efficient energy use.

- **Increased Recognition for our Citizens and the City**

  Involvement in this Agreement offers potential public recognition of verified energy savings achieved within the region and the State.

V. City Responsibilities

Responsibilities of the City include providing:

- Active municipal leadership on energy efficiency
- A dedicated staff member to serve as a liaison to help implement this Program
- Co-branded and shared messages with related networks
- Support of the Program through co-branded signage at key community events

- Connections to community organizations about the Program Proactive engagement with residents on Program activities
- Marketing support of the program through City channels, including its website, cable channel, newsletters, etc.

VI. PG&E and Empower Efficiency Responsibilities

Responsibilities of PG&E and Empower Efficiency include, providing:

- Implementation resources to ensure the Program is supported from launch to wrap-up
- Active support and leadership for the Program within PG&E
- Active development of and participation in special City-sponsored and other Community events related to the Program
- Energy efficiency-related technical assistance for participants

VII. General

The parties agree not to use the names or logo's of any Party on marketing, co-branding materials or otherwise absent the express written permission of that Party which may require an agreement to follow a particular party's co-branding policy, license agreement or other protections to the Party's intellectual property.

This Agreement is strictly for internal management purposes for each of the Parties. It is not legally enforceable and shall not be construed to create any legal obligation on the part of either Party.

This Agreement shall not be construed to provide a private right or cause of action for or by any person or entity.

This Agreement will be in effect for a minimum period of two years from the signature date and can be renewed by written agreement of all parties. It can be terminated by any Party at any time by providing notice in writing to the other Party(ies).

This Agreement in no way restricts either of the Parties from participating in any activity with other public or private agencies, organizations, or individuals.

Nothing in this Agreement authorizes or is intended to obligate the Parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value.

This Agreement is subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements.

VIII. Signatures

Paul Navazio, City Manager, City of Woodland

Date

Vincent Davis, Senior Director, PG&E

10 . 27. 14

Date

Kat Donnelly, CEO, Empower Efficiency

10/29/2014

Date

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Details (With Text)

10.

File #:	14-433 Version: 1	Name:	
Type:	Report of the City Manager	Status:	Agenda Ready
File created:	10/20/2014	In control:	City Council
On agenda:	11/4/2014	Final action:	

Title: SUBJECT: Main Street Streetscape Improvement Project (Elm to Cleveland), CIP 15-16; Review Preliminary Design, Allocate Budget and Authorize the City Manager to Execute the Consultant Services Agreement

Recommendation for Action: Staff recommends that the City Council:

(1) review and comment on the Feasibility Study, and

(2) adopt Resolution No. ____ to allocate $1,400,000 of the former Redevelopment Agency Bond Proceeds and authorize the City Manager to execute the consultant services agreement with Mark Thomas & Company for design of the project in an amount not to exceed $130,000 for the Main Street Streetscape Improvement Project (Elm to Cleveland); CIP 15-16.

Sponsors:

Indexes:

Code sections:

Attachments: FINAL_Feasbility Exhibit 10-22-14 (1)
Resolution110414

Date	Ver.	Action By	Action	Result

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: November 4, 2014

SUBJECT: Main Street Streetscape Improvement Project (Elm to Cleveland), CIP 15-16; Review Preliminary Design, Allocate Budget and Authorize the City Manager to Execute the Consultant Services Agreement

Recommendation for Action: Staff recommends that the City Council:

(1) review and comment on the Feasibility Study, and

(2) adopt Resolution No. ____ to allocate $1,400,000 of the former Redevelopment Agency Bond Proceeds and authorize the City Manager to execute the consultant services agreement with Mark Thomas & Company for design of the project in an amount not to exceed $130,000 for the Main Street Streetscape Improvement Project (Elm to Cleveland); CIP 15-16.

Staff Contact

Clara Olmedo, Assistant Engineer - (530) 661-5824, clara.olmedo@cityofwoodland.org

Fiscal Impact

The preliminary engineer's estimate for the project is $1,400,000 which includes the cost of design, construction, construction management and inspection. Funding proposed to complete this project is available from remaining bond proceeds issued in 2007 under the former Redevelopment Agency. The recommendation would allocate the majority of the remaining $1,425,000 in bond proceeds towards this project. The use of bond funds for public improvements is consistent with the purpose for which the bonds were issued as well as being consistent with the Council's Tier 1 list of priority use of these funds.

Council Goals

This project is consistent with the 2014-16 Council Goals to Strengthen Downtown and implements the following critical initiatives:

- Complete Main Street Beautification Projects (3^{rd}-6^{th} and Elm to Walnut)
- Continue to make improvements to lighting, landscaping, and outdoor dining throughout downtown.

Background

As part of its long-standing commitment to downtown revitalization efforts, the city has been making improvements to Main Street to create a more pedestrian friendly environment. Enhancements started with improvements from College to Third Streets that were completed in the 1990's. Grants have been secured and construction is scheduled for improvements between Third and 6^{th} Streets next summer in conjunction with the Court project. Elm to Cleveland was assumed to be the next phase of Main Street improvements. With the development of the State Theatre multiplex project, improvement of this section of Main Street is desired to be advanced to coincide with this project. Construction of the multiplex is anticipated to begin February 2015 and to be completed by December 2015. The streetscape project is being advanced with the goal of completing the project prior to opening of the theater.

Discussion

In September, a feasibility assessment was prepared to refine the scope and costs for the streetscape improvements on Main Street from Elm to Cleveland. The goal of the project is to enhanced this segment of Main Street from Elm Street to Cleveland Street consistent with the other improvements existing and planned on Main Street. Planned improvements include reconstructed curb, gutter, sidewalks, ADA ramps, intersection bulb-outs, street trees, a center median with palm trees, accent lighting, and additional on-street parking.

The design of the improvements is proposed to establish a sense of entry into the downtown from the west, complementing the entry improvements at East and Main. The improvements are also intended to provide traffic calming and additional landscape to the roadway to enhance the overall aesthetic of the block. The project will also include pedestrian improvements to the signals at Elm and Walnut streets.

The project improvements are being coordinated with the signal improvements planned at the intersection of Main and Cleveland Streets. The roadway will be rehabilitated and restriped from Elm Street to Cleveland.

Staff is requesting that Council approve the consultant service agreement with Mark Thomas & Company. The scope of this agreement is to provide design services and construction support for the streetscape project.

Conclusion

Staff recommends that the City Council (1) review and comment on the Feasibility Study (2) adopt Resolution No. ____ to allocate $1,400,000 of the former Redevelopment Agency Bond Proceeds and authorize the City Manager to execute the consultant services agreement with Mark Thomas & Company for design of the project in an amount not to exceed $130,000 for the Main Street Streetscape Improvement Project (Elm to Cleveland); CIP 15-16.

Prepared by: Clara Olmedo, Assistant Engineer

Reviewed by: Brent Meyer, City Engineer

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

Attachments: Feasibility Study, Resolution

SECTION A-A
R/W
16'
19'
6'
6'
18'
15'
8'
STREET PARKING
RAISE MEDIAN
EXISTING ROADWAY
MAIN ST
ZONE 1
ZONE 2
ZONE 3
ZONE 4
ZONE 5
ZONE 6
ZONE 7
ZONE 8
ZONE 9
ZONE 10
ZONE 11
PROTECT AND PRESERVE FIRE HYDRANT
PROTECT AND PRESERVE TRAFFIC SIGNAL EQUIPMENT
MICROSURFACING (TOTAL= 15,200 SF)
REMOVE AND REINSTALL LIGHT POLE
GRIND AND OVERLAY 6" (TOTAL= 32,570 SF)
TEXTURED PAVING (1170 SF)
REMOVE AND REINSTALL LIGHT POLE (TOTAL = 5 EA)
40' TALL PALM TREES 6" DIAMETER BULB (TYP) (TOTAL= 6 EA)
TREE WELL LOCATIONS (TYP)
TREE WELL LOCATIONS (TYP) (TOTAL= 16 EA)
FUTURE LIGHTING POWER LINE
EXISTING TO REMAIN
IRRIGATION LINE
A
CLEVELAND ST
WALNUT ST
ELM ST
COLLEGE AVE
ELM FORD
CHASE
SCALE: 1" = 40'
CITY OF WOODLAND MAIN STREET
WALNUT STREET TO ELM STREET
City of Woodland
MARK THOMAS & COMPANY

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN AGREEMENT WITH MARK THOMAS CONSULTANTS, INC. FOR DESIGN CONSULTANT SERVICES

WHEREAS, a Feasibility Study was prepared and was reviewed by City Council for the Main Street Streetscape Improvement (Elm to Cleveland) Project, CIP 15-16; and

WHEREAS, the City entered into that certain Agreement Regarding Expenditure of Bond Proceeds with the Successor Agency to the Redevelopment Agency of the City of Woodland (the "Successor Agency"), pursuant to which the Successor Agency agreed to transfer the remaining proceeds from Series 2007A and Series 2007B Bonds previously issued by the Redevelopment Agency of the City of Woodland (the "Bond Proceeds"), and the City agreed that it shall use the Bond Proceeds solely and exclusively with the covenants of the Bonds and the provisions of the Community Redevelopment Law (Health & Safety Code Section 33000 *et seq.*) (the "CRL") that apply to the expenditure of redevelopment funds; and

WHEREAS, in order to ensure the development of the Project, the City desires to use $1,400,000 of Bond Proceeds to design, construct, inspect, and manage construction for the Project; and

WHEREAS, the City Council desires to allocate the former Redevelopment Agency Bond Proceeds to fund and construct the Project; and

WHEREAS, the City desires to have the design performed by an experienced consultant; and

WHEREAS, the City Council wishes to approve a consultant services agreement for the design and construction documents necessary to construct the project and authorize its execution through the adoption of this Resolution.

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA) and is considered exempt under the Existing Facilities and Minor Alterations to Land exemptions, CEQA Guidelines 15301(c) and 15304.

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

<u>Section 1</u>. **<u>Appropriation of Bond Proceeds.</u>** The City Council hereby authorizes the appropriation of the former Redevelopment Agency Bond proceeds in accordance with the Agreement Regarding the Expenditure of Bond Proceeds between the Successor Agency and the City in an amount equal to $1,400,000 to the Project, Main Street Streetscape Improvement (Elm to Cleveland), CIP 15-16.

Section 2. **Execution of Agreement.** The City Council hereby approves the consultant services agreement and authorizes and directs the City Manager to execute the agreement in the amount not to exceed $130,000.

Section 3. **Notice of Exemption.** The City Council hereby directs City staff to file a Notice of Exemption within five (5) days following the approval of this Resolution.

PASSED AND ADOPTED this ________ day of ___________ 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk