



City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda City Council

Tuesday, June 16, 2015

6:00 PM

Council Chambers

CLOSED SESSION 5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B.1 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties: Yolo County Assessor's Parcel Numbers 027-340-030, 027-340-038, 027-340-011, 027-340-020, 027-330-023, 005-720-099, 005-720-021, 005-720-023, 005-720-005, 005-720-024, 005-720-022, 027-330-024, 005-702-008, 005-703-010, 005-703-009, 005-705-007, 005-750-004, 005-750-003, 005-692-054, 005-692-060
Agency Negotiators: City Manager, Community Development Director, City Engineer, City Attorney, City's Designer Psomas, and City's Right-of-Way Agent Bender Rosenthal

Negotiating Parties: Pioneer Self Storage, Tim Fong, Syar, Bunge Milling, Knaggs Commercial Properties, Pacific Gas and Electric, Geraldine R. Ferro & Geraldine R. Ferro Revocable Trust, Thomas W. Canevari & Joan E. Canevari, Nick Canevari & Dorothy Canevari, John W. Kimzey & John S. & Edith L. Kimzey Family Revocable Trust, Bill and Shirley Wilson Family Revocable Trust, Richard E. Wilson Sr. Living Trust, Alvin Hornbuckle, Kentucky Avenue Church of Christ, 500 Kentucky Ave Associates LLC, Elizabeth J. Crum & Elizabeth J Crum Revocable Trust, Devinder Sahota & Susvir Sahota, Jose Rolon Orozco & Hector M. Gonzalez
Under Negotiation: Price and terms of payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY JUNE 16, 2015 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.

[14-827](#)

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 updated.pdf](#)

F. CONSENT CALENDAR

1. [14-742](#)

SUBJECT: Approve Easement Agreement for Woodland-Davis Clean Water Agency Regional Water Treatment Plant permanent electric power supply.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Easement Agreement (Agreement) with Pacific Gas & Electric, and authorizing the City Manager to execute the Agreement to provide permanent electric power to the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF), CIP 08-07 Surface Water Project.

Attachments: [A - Resolution to approve the easement with PG&E](#)

[B - Easement documents](#)

[C - Map](#)

2. [14-773](#)

SUBJECT: Second Amendment to the Ground Lease with Love Ride Inc. - Velocity Island Park

Recommendation for Action: Staff recommends that the City Council Resolution No. _____ authorizing the City Manager to execute the Second Amendment to the Ground Lease with Love Ride Inc. for the Velocity Island Park facility.

Attachments: [A - Resolution authorizing the CM to Execute the Second Amendment to the Gr](#)

[B - Second Amendment to Ground Lease Agreement](#)

[C - PC Staff Report May 21, 2015](#)

[D - PC Resolution PC15-06 & Conditions of Approval](#)

[E - Planning General Application Form](#)

3. [14-784](#)

SUBJECT: Re-Certification of the Sewer System Management Plan (SSMP)

Recommendation for Action: Staff recommends that the City Council approve the 2015 Revised SSMP.

Attachments: [A - 2015 Revised SSMP](#)

4. [14-791](#) SUBJECT: Approval of Final Map 4818 Heritage Park Phase 2, Related Subdivision Improvement Agreement, and Summary Abandonment of a portion of Zane Drive.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, a Resolution of the City Council 1) approving Final Map 4818 Heritage Park Phase 2; 2) approving the related Subdivision Improvement Agreement and authorizing City Manager to sign on behalf of the City; and 3) authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time.

It is further recommended that the City Council adopt Resolution No. _____; 1) Approving summary vacation for excess right-of-way along a portion of Zane Drive; and 2) authorize the City Manager to sign the quitclaim deed on behalf of the City.

Attachments: [A - Resolution Approve to Map](#)

[B - Resolution Approving Summary vacation of Right of Way](#)

[C - Subdivision Improvement Agreement](#)

[D - Location Map](#)

5. [14-808](#) SUBJECT: Award Construction Contract for Douglas Junior High Sewer Realignment Project CIP 15-14; and Approve reallocation of \$190,000 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Douglas Junior High Sewer Realignment Project, CIP 15-14

Recommendation for Action

Staff recommends that the City Council adopt Resolution No. _____ to;

1. Award a construction contract in the amount of \$134,905 to R&R Horn, Inc. for CIP 15-14, Douglas Junior High Sewer Realignment and authorize a contract contingency of up to 15% (\$20,236); and
2. Approve the reallocation of \$190,000 of Sewer Enterprise Funds from CIP 08-21, Annual Sewer Repair and Replacement to CIP 15-14, Douglas Junior High Sewer Realignment Project.

Attachments: [A - Resolution](#)

6. [14-811](#) SUBJECT: Second reading of proposed ordinance adding Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, "An Ordinance of the City Council of the City of Woodland, California Adding Article XIV to Chapter 23C of the

Woodland Municipal Code Related to Recycled Water Service.”

Attachments: [A - Proposed Ordinance to be Added to the Municipal Code Related to Recycle](#)
[B - Rules and Regulations for the Use of Recycled Water](#)
[C - Summary of Proposed Recycled Water Ordinance \(published in local newsp](#)
[D - Initial Recycled Water User Map](#)

7. [14-814](#) SUBJECT: Public Works Quarterly Status Report for the period of March through May 2015

Recommendation for Action: Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report

Attachments: [Quarterly Report - Mar-May](#)

8. [14-816](#) SUBJECT: WPFC 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Water Pollution Control Facility (WPFC) 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11.

Attachments: [A - Resolution](#)
[B - Pond System Map](#)

9. [14-818](#) SUBJECT: Increase the Fiscal Year 2014/2015 Literacy Program Budget by \$11,740.00

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing an increase to the Literacy Program Budget from \$70,375.00 to \$82,115.00, a total increase of \$11,740.00, in support of additional literacy program costs.

Attachments: [WOODLAND_LIBRARY_Reso Increasing 14-15 Literacy Program Budget-c2.d](#)

10. [14-835](#) SUBJECT: Increase the Fiscal Year 2014/2015 Used Oil Grant Budget by \$4,200

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2014/15 appropriation of \$4,200 in the Used Oil Grant Fund for a total appropriation of \$20,142.

Attachments: [Used Oil Grant Appropriation Resolution](#)

11. [14-819](#) SUBJECT: Intent to Levy Assessment: Spring Lake and Gateway Lighting & Landscaping Districts

Recommendation for Action: Staff recommends that the City Council

approve and adopt:

- 1) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 2) Resolution No. _____, to Preliminarily Approve the Engineer's Annual Levy Report and the Levy and Collection of Annual Assessments; and
- 3) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Spring Lake Lighting & Landscaping Districts and
- 4) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 5) Resolution No. _____, to Preliminarily Approve the Engineer's Annual Levy Report and the Levy and Collection of Annual Assessments; and
- 6) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Gateway Lighting & Landscaping Districts

Attachments: [Resolution of Intention Gateway L&L 2015](#)

[Gateway Engineers Report 1516](#)

[Resolution of Intention Spring Lake L&L 2015](#)

[Spring Lake Engineer's Report 15-16.pdf](#)

12. [14-832](#) SUBJECT: Second Reading - Adopt Ordinance Amending Ordinance No. 1576

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending Ordinance No. 1576 regarding the date of the City of Woodland's General Municipal Election in order to correct inadvertent errors.

Attachments: [Ordinance amending Ordinance No. 1576](#)

13. [14-837](#) SUBJECT: Support Position: SB 16 (Beall) - Transportation Funding

Recommendation for Action: Staff recommends that the Council authorize a "support" position on SB 16 (Beall) that would establish a five-year transportation funding plan to expressly address maintenance backlog on state and local roadway systems.

Attachments: [Attachment_SB 16 \(Beall\).pdf](#)

G. PUBLIC HEARINGS

14. [14-821](#) SUBJECT: Public Hearing to Receive Comments Concerning the Renewal of Assessment for Woodland Visitor Attraction District; Adoption of Resolution Confirming the Assessment Report; and Adopt Resolution to Authorize City Manager to Sign Administrative Agreement with Yolo County Visitor's Bureau

Recommendation for Action: Staff recommends that the City Council: 1. Hold a Public Hearing to receive comments concerning the renewal of the 2015-2016 Annual Assessment for the Woodland Visitor Attraction District (BID); 2. Adopt a Resolution confirming the 2015-2016 Annual Assessment Report; and 3. Adopt a Resolution to authorize the City Manager to sign the Administrative Agreement with Yolo County Visitors Bureau and retain a Marketing and Promotions Coordinator to implement the Woodland Visitor Attraction District.

Attachments: [Resolution Confirming Assessment 15.16](#)

[YCVB 2015-16 Annual Report - Woodland](#)

[YCVB Budget 2015-16 FINAL 2.pdf](#)

[RESOLUTION Authorizing City Manager to Execute Agmt](#)

[YCVB Administration Agreement](#)

[Woodland Visitor Attraction District Scope of Work 15.16.docx](#)

[WOODLAND First Amendment to Agreement with YCVB for Marketing and Pr](#)

[Vinod Patel Holiday Inn Express YCVB Letter of Support](#)

[Gibson House YCVB Letter of Support](#)

[Woodland Chamber of Commerce letter of support](#)

[HWDBA letter](#)

[Yolo County Farm Bureau support letter](#)

15. [14-772](#) SUBJECT: PUBLIC HEARING - Tobacco Retail Licensing Ordinance

Recommendation for Action: Staff recommends that the City Council:

- (1) Conduct a public hearing; and
- (2) Adopt Ordinance No. _____, adding section 15-43 to the Woodland Municipal Code adopting and incorporating by reference Chapter 15 of Title 6 of the Yolo County Code concerning Tobacco Retail Licensing; and
- (3) Adopt Resolution No. _____, authorizing the Woodland City Manager to execute an agreement between the City of Woodland and the County of Yolo for Tobacco Retail Licensing services.

Attachments: [City of Woodland Tobacco Retail Licensing Ordinance](#)

[Yolo County Ordinance 1350](#)

[WOODLAND Resolution Authorizing CM to Sign Retail Tobacco Agreement wi](#)

[WOODLAND Agreement with Yolo County re Tobacco Retail Permit](#)

16. [14-778](#) SUBJECT: PUBLIC HEARING - Gibson Ranch Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and

Landscaping District.

Attachments: [FY 1516-Gibson-Resolution_Public](#)

17. [14-779](#) SUBJECT: PUBLIC HEARING - North Park Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

Attachments: [FY 1516-North Park-Resolution_Public](#)

18. [14-780](#) SUBJECT: PUBLIC HEARING - West Wood Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

Attachments: [FY 1516-West Wood-Resolution_Public](#)

19. [14-781](#) SUBJECT: PUBLIC HEARING - Streng Pond Landscape Maintenance District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

Attachments: [FY 1516-Streng Pond-Resolution_Public](#)

H. REPORTS OF THE CITY MANAGER

20. [14-836](#) SUBJECT: Presentation on Status of City's Youth Gang Reduction, Intervention and Prevention (YGRIP) Initiative.

Recommendation for Action: Staff recommends that the City Council receive a presentation from the city's current YGRIP Coordinator regarding progress and future plans of the YGRIP initiative.

21. [14-815](#) SUBJECT: Update on Water Conservation Efforts in Parks, Recreational Fields, Medians and Planter Strips

Recommendation for Action: None, informational update only.

22. [14-801](#) SUBJECT: Extension of Development Impact Fee Deferral Program

Recommendation for Action: Staff recommends that the City Council waive first reading and adopt by title only, an Ordinance amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years.

Attachments: [A - Ordinance](#)

23. [14-820](#) SUBJECT: Fiscal Year 2015-2016 Budget

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Fiscal Year (FY) 2015-2016 Annual Budget of \$142.27 million, which includes the budgets for the Capital Improvement Program, the Woodland Finance Authority and the Successor Agency to the former Redevelopment Agency.

Attachments: [FY16 Budget Resolution.docx](#)

[FY16 Total Appropriations by Fund-Exhibit A.pdf](#)

24. [14-829](#) SUBJECT: Appointment and Reappointment of Board, Commission and Committee Members

Recommendation for Action: Staff recommends that the City Council consider and appoint/reappoint collectively members to the Board of Building Appeals and Historical Preservation Commission as recommended by Mayor Pro Tem Marble and Council Member Hilliard and Personnel Board as previously recommended by Council Member Denny and Council Member Barajas.

In addition, Council is asked to appoint a new member to the Flood Control Advisory Committee due to a vacancy on the committee.

Attachments: [B&C Applications](#)

25. [14-830](#) SUBJECT: Designate Delegate for the Annual League of California Cities Conference

Recommendation for Action: Staff recommends that the City Council designate a voting delegate representing the City at the Annual Conference of the League of California Cities to be held in San Jose, September 30 - October 2, 2015.

Attachments: [LofCC Designation of Voting Delegate](#)

26. [14-831](#) SUBJECT: City Council Procedures

Recommendation for Action: Staff recommends that the City Council (1) introduce and waive first reading of Ordinance No. _____, Amending Article 1 of Chapter 2 of the Woodland Municipal Code Related to City Council Members and City Council Procedures and (2) adopt Resolution No. _____, adopting Rosenberg's Rules of Order as the Official

Parliamentary Procedures for City Council Meetings.

Attachments: [WOODLAND Clean Version of Ordinance Revising Chapter 2 Administration N](#)
[WOODLAND Ordinance Revising Chapter 2 Administration Oct 2014-c1](#)
[WOODLAND Resolution Adopting Rosenberg's Rules-c1](#)
[Rosenberg's Rules of Order-c1](#)

I. 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 June 16, 2015 was posted on June 12, 2015 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Jennifer Robinson, Deputy 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 Text

File #: 14-827, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** June 16, 2015**SUBJECT:** Long Range Calendar

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

Staff ContactAna 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

JULY 7TH

REGULAR MEETING

REPORTS DUE 6/23

Minutes

City Council Minutes for June 2nd and June 16th

Consent Calendar

Award Construction Contract for ASR Wells #29 and #30 Well Drilling Project, CIP #15-02
2nd reading approve 5-year Sewer System Mgmt Plan (SSMP) update
Approve Contract with Utility Service Company – ice pigging potable water distribution mains
2nd reading Council Procedures/Rosenberg’s Rules of Orders
City Council Approval of Woodland Recreation Foundation Bylaws
Cal West Resolution accepting Swainson Hawk Easement
Uvaggio Wine Bar Patio License Agreement

Public Hearings

Hold Public Hearing for WM Liens and adopt Resolution to Lien Properties
Preferential Parking Public Hearing and Parking Area Establishment

Reports

Authorization - bid recycled water project, CIP #15-10; app recycle water sales contract and SRF loan agree

JULY 21ST

REGULAR MEETING

REPORTS DUE 7/7

AUGUST 18TH

REGULAR MEETING

REPORTS DUE 8/4

Spring Lake Parks N3, N1

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Update/Revision of Development Impact Fees
Railroad Crossing Agreement with Sierra Northern
Methadone Clinics

FUTURE STUDY SESSIONS (TBD):

Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan

GENERAL PLAN:

July - Planning Commission Public Meeting(s) - depending upon scope of the resulting discussion
August - City Council Public Meeting(s) - depending upon scope of the resulting discussion)

Legislation Text

File #: 14-742, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Approve Easement Agreement for Woodland-Davis Clean Water Agency Regional Water Treatment Plant permanent electric power supply.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Easement Agreement (Agreement) with Pacific Gas & Electric, and authorizing the City Manager to execute the Agreement to provide permanent electric power to the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF), CIP 08-07 Surface Water Project.

Staff Contact

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

Fiscal Impact

There is no fiscal impact.

Background

The WDCWA and PG&E have been working together to identify the best route to provide permanent electric power to the RWTF. The RWTF requires a significant amount of electricity, which, in part, drives the routing of the power supply. The RWTF is expected to need permanent electrical power by September 2015, to remain on schedule with construction.

Discussion

PG&E is requesting a 10 foot wide easement along the northern property line of City owned property between Veterans Drive and the RWTF for the construction of the permanent electrical power supply to the RWTF. The easement is approximately 0.30 acres in size. This property is currently used for the conveyance of sanitary sewage to the Water Pollution Control Facility (WPFC) and for access to the storm drainage pond to the east of this property. The proposed easement is not in conflict with continued City use of the property. The easement is provided at no cost to PG&E.

PG&E has provided the City with its plans for underground and above-ground equipment. As shown on those plans, the permanent electrical power conduits will be buried, consistent with the Gateway development, with the exception of a concrete box at the far east end of the easement. The concrete box will be mostly buried and protected with bollards.

PG&E will be damaging the landscaping at the western end of this easement. The WDCWA will pay for the restoration of this landscaping.

The City typically requires an easement holder to indemnify the City for the easement holder's negligent or intentional activities that lead to claims from third parties. The easement agreement, however, does not contain an indemnification provision. Staff is concerned that negotiating this issue with PG&E will be time-consuming and could result in significant project costs and delays in construction of the surface water project and, thus, recommends approval of the Agreement without the typical indemnity provision.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the Easement Agreement (Agreement) with Pacific Gas & Electric, and authorizing the City Manager to execute the Agreement to provide permanent electric power to the Woodland-Davis Clean Water Agency (WDCWA) Regional Water Treatment Facility (RWTF), CIP 08-07 Surface Water Project.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution to approve the easement with PG&E

Attachment B - Easement documents

Attachment C - Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN EASEMENT WITH PACIFIC GAS & ELECTRIC (PG&E) FOR THE
SURFACE WATER PROJECT, CIP 08-07, AND AUTHORIZE THE CITY MANAGER
TO EXECUTE THE AGREEMENT FOR THE EASEMENT.**

WHEREAS, the City of Woodland wishes to approve an easement agreement with PG&E for the property located between Veterans Drive and the Regional Water Treatment Facility, Rec. Doc 2007-0013587, for construction of CIP 08-07 ("Agreement"); 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 Agreement for the easement with PG&E, required to provide permanent electrical power to the RWTF, CIP 08-07, Surface Water Project.

Section 2. Copies of the Agreements are attached and are made a part of this Resolution.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
Land Services Office
245 Market St, N10A, Room 1015
P.O. Box 770000
San Francisco, California 94177

Location: City/Uninc _____
Recording Fee \$ _____
Document Transfer Tax \$ _____

- ☐ This is a conveyance where the consideration and
Value is less than \$100.00 (R&T 11911).
☐ Computed on Full Value of Property Conveyed, or
☐ Computed on Full Value Less Liens
& Encumbrances Remaining at Time of Sale

Signature of declarant or agent determining tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD# 2110-02-1041

EASEMENT DEED

CITY OF WOODLAND, a municipal corporation,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to construct, reconstruct, install, inspect, maintain, replace, remove, and use facilities of the type hereinafter specified, together with a right of way therefor, within the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situate in the County of Yolo, State of California, described as follows:

(No APN)

The parcel of land described in the deed from WOODLAND DEVELOPMENT COMPANY, LLC, a California limited liability company to CITY OF WOODLAND, A MUNICIPAL CORPORATION, dated May 1, 2007 and recorded as Document No. 2007-0016928-00, Yolo County Records.

Said facilities and easement area are described as follows:

Such underground conduits, pipes, manholes, vaults, service boxes, wires, cables, and electrical conductors; aboveground marker posts; (underground switches, fuses, terminals, and above ground capacitor banks with associated concrete pads and barrier posts); and fixtures and appurtenances necessary to any and all thereof, as Grantee deems necessary for the distribution of electric energy and communication purposes located within the strip of land outlined by heavy dashed lines on the print of Grantee's Drawing No. L-10-2-35 attached hereto and made a part hereof.

The foregoing description is based on a survey made by Grantee in February 2015. The basis of bearing for this description is calculated as being south 87°47'10" east, between the found 2 ½ inch brass disc stamped LS 6314 in a monument well marking the easterly terminus of a course shown as S 89°07'05" E, 627.00 feet as shown upon the Record of Survey filed for record March 20, 2009 in Book 2009 of Maps at page 16, Yolo County Records, and the found button head monument accepted as marking the center of Section 35 as shown upon said Record of Survey.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor shall not erect or construct any building or other structure or drill or operate any well within said easement area.

Except in the case of an emergency in which Grantee requires immediate access to the easement area to perform emergency repairs or maintenance to its facilities, Grantee shall give Grantor 7 days advance notice of its entry onto Grantor's lands to exercise any of the rights granted hereunder.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "A", attached hereto and made a part hereof.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Dated: _____, _____.

CITY OF WOODLAND, a municipal
corporation,

By _____

By _____

Attach to LD 2110-02-1041
AREA 6
SACRAMENTO LAND SERVICES OFFICE
ELECTRIC DISTRIBUTION
USGS location: M.D.B. &M., and T10N, R2E, SEC.35, NE¼ of SW¼
FERC License Number(s): N/A
PG&E Drawing Number(s): L-10-2-35
PLAT NO.: J1815
LD of any affected documents: N/A
LD of any Cross-referenced documents: N/A
TYPE OF INTEREST: 04, 06, 43
SBE Parcel Number: N/A
(For Quitclaims, % being quitclaimed): N/A
PM #: 30867661 - 0130
JCN: N/A
County: YOLO
Utility Notice Numbers: N/A
851 Approval Application No. N/A Decision N/A
Prepared By: A5SZ
Checked By: RWW0
Approved By: R1LS

(This page must be recorded with document)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____, before me, _____,

Here insert name and title of the officer

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Seal)

CAPACITY CLAIMED BY SIGNER

- ☐ Individual(s) signing for oneself/themselves
- ☐ Corporate Officer(s) of the above named corporation(s)
- ☐ Trustee(s) of the above named Trust(s)
- ☐ Partner(s) of the above named Partnership(s)
- ☐ Attorney(s)-in-Fact of the above named Principal(s)
- ☐ Other _____



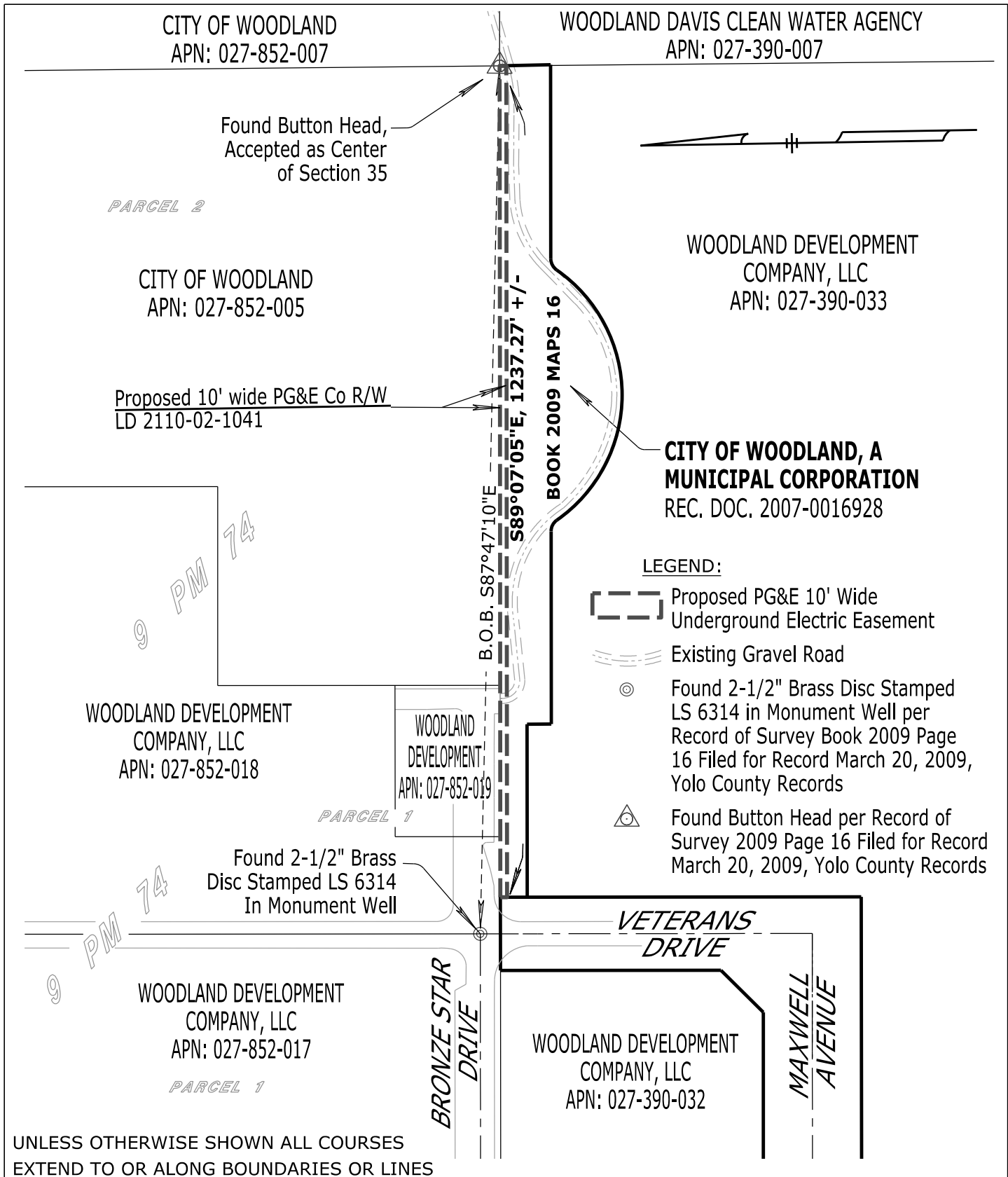
EXHIBIT 'A'

GRANT OF EASEMENT DISCLOSURE STATEMENT

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.



Applicant:						SCALE		DATE	
WOODLAND - DAVIS CLEAN WATER AGENCY						1" = 200'		5/18/15	
SECTION	TOWNSHIP	RANGE	MERIDIAN	COUNTY OF:		CITY OF:			
NE 1/4 OF SW 1/4 Sec. 35	T.10N.	R.2E.	M.D.M.	Yolo		WOODLAND			
				F.B.:		DR.BY:		A5SZ CH.BY: RWWO	
PLAT MAP REFERENCES				J1815		PG&E		Sacramento DIVISION	
						30867661 AUTHORIZ		L-10-2-35 DRAWING NO.	

Legislation Text

File #: 14-773, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Second Amendment to the Ground Lease with Love Ride Inc. - Velocity Island Park

Recommendation for Action: Staff recommends that the City Council Resolution No. _____ authorizing the City Manager to execute the Second Amendment to the Ground Lease with Love Ride Inc. for the Velocity Island Park facility.

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.

Quality of Life - Maintain and enhance Woodland's quality of life by ensuring the highest level of public safety, promoting a wide range of parks and recreational facilities and activities, and provision of exceptional public services, consistent with community expectations.

Fiscal Impact

No direct fiscal impact to the City is triggered by this action. With an increase in Velocity Island users, the City may see an increase in transient occupancy taxes (TOT) caused by more hotel nights and perhaps an increase in sales taxes from additional people shopping and dining in the City.

Background

On February 5, 2013, the City Council authorized the City Manager to execute a Ground Lease Agreement and Addendum with Love Ride Inc. for the use of approximately 15 acres of City owned land referred to as Dubach Stormwater Detention Facility (Assessor Parcel Numbers 027-340-002 & 027-270-078). The Ground Lease Agreement and Addendum were executed on April 8, 2013.

Velocity Island Park opened for business in July 2014. The industry is relatively new in the US and California. Based on the risk, staff consulted with YCPARMIA. YCPARMIA recommended, and the City Attorney concurred, that the City should require general liability insurance in the amount of

\$5,000,000.

On March 3, 2015, at the request of the Tenant, the City Council adopted Resolution No. 6394 authorizing the City Manager to execute the First Amendment to the Ground Lease Agreement with Love Ride Inc. for Velocity Island Park allowing the Tenant to reduce occurrence insurance from Five Million Dollars (\$5,000,000) to occurrence version general liability insurance, or an equivalent form, with a combined single life limit of not less than Three Million Dollars (\$3,000,000) per occurrence; and authorized the City Manager, in consultation with the City Attorney, to make confirming and clarifying changes to the First Amendment provided that the insurance requirement is not lowered.

When the City Council authorized the reduction in occurrence version general liability insurance, no major injuries had occurred since Velocity Island opened in July 2014, and Love Ride Inc. continues to work on satisfying the City's conditions of approval in order to obtain its Certificate of Occupancy. Improvements include installing drought resistant landscaping, the addition of food service at "The Black Pearl," changing rooms, increasing inventory of wakeboards and stand up paddle boards, adding summer camps, and planning for future events.

Discussion

General Information.

Love Ride, Inc. continues to operate Velocity Island Park under a temporary Certificate of Occupancy, and all health and safety requirements were satisfied prior to its opening in July 2014. City staff continues to work with Love Ride, Inc. in the hopes that Love Ride will soon secure its Certificate of Occupancy.

Consistent with the terms of the Lease, Love Ride, Inc. increased its monthly rental payment to the City to \$250 in May 2015 (after 2 years of \$200 per month) and continues to maintain the site at a savings to the City of approximately \$8,000 per year. Velocity Island Park held one special event in 2014 and 2 special events in 2015 thus far. Each event has generated an additional \$300 per event to the City, and it is anticipated that the most recent event, the Monster Energy Triple Crown, generated additional TOT and sales tax to the City for the period of June 1, 2015 through June 9, 2015.

Proposed Changes to the Facility - Alcohol Sales and Skateboard Park

Based on the incremental success that Love Ride has achieved, the City has been requested to authorize a second amendment to the lease allowing the sale of beer and wine and the addition of a skatepark. Thus, far Love Ride, Inc. has had one initial experience with the sale of beer and wine at Velocity Island. In May 2015, Love Ride Inc. presented an application to the City's Special Events committee to receive authorization to temporarily serve beer and wine at the Monster Energy Triple Crown event (second of three legs of the event series) that took place at Velocity Island Park on June 5 and 6, 2015. The Special Events committee considered safety, traffic, and other issues and based on the plans for the event, approved the temporary permit. There were no reported injuries or incidents at the event. As a condition of the temporary permit, Love Ride Inc. was required to secure a liquor license in the additional amount of One Million Dollars (\$1,000,000). Rather than purchasing a liquor license for the single event, Love Ride has purchased a liquor license for a full year.

Planning staff presented the requested changes to the conditional use permit (CUP) Conditions of Approval to the lease agreement to the Planning Commission on May 21, 2015. The Planning Commission considered and adopted Resolution PC-15-06, modifying the Conditional Use Permit and Conditions of Approval to the Ground Lease Agreement to include the following amended conditions numbers 1 and 25:

"1. The project is as described in the staff report prepared for the September 20, 2012 Planning Commission meeting and as amended in the May 7, 2015 staff report to include on-site beer and wine sales at the park's snack shack/grill and to allow the construction of a skateboard park as an ancillary use located within the wakeboard park's leased area. The project shall be constructed as depicted on the Conceptual Site Plan, Landscape Plans, and building elevations dated 5/27/2011, and with the amended "Proposed Site Plan with Skate Park" dated 5/7/2015, included in the staff report, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications. Applicant shall obtain all necessary building and or grading permits as required by the City of Woodland Building Department prior to construction of the skateboard park feature.

25. There shall be no sales or consumption of alcohol within the park. Alcohol sales and consumption is only permitted with a City approved Special Event Permit. Applicant shall permanently post the Park with adequate signage to the satisfaction to the City. Beer and wine sales shall be allowed at the park's grill/snack shack only and consumption of beer and wine shall take place only within the designated patio dining area at the park. The designated patio/dining area shall be identified through signage to the satisfaction of the City and shall occur between the hours of 12:00 pm and 7:30 pm. Appropriate safety precautions shall be adhered to including, but not limited to, ID checks to ensure minors are not served alcohol (beer/wine) and rider wristbands shall be cut upon ordering beer or wine from the grill/snack shack, after which time a new wristband shall not be issued. Applicant shall comply with all provisions and requirements of the Department of Alcoholic Beverage Control including obtaining a Type 41 Beer and Wine permit prior to sales. Applicant shall also comply with the requirements for on-sale liquor establishments not within the Central Business District Zone (Zoning Ordinance Section 25-21-70(c)(2)). Sales of alcohol/beer or wine outside of these provisions may only occur through the issuance of a Special Events Permit (see Condition #24 above)."

As noted above, the tenant has also agreed to obtain, and has secured, additional liquor liability insurance. Thus, the Lease is proposed to be amended to add a provision requiring such insurance, to read as follows:

"3. Section 12.1.4. Liquor Liability Insurance. The Lease is hereby amended to require Tenant to maintain occurrence version liquor liability insurance, or equivalent form, with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, which limit may be satisfied by a combination of primary and umbrella policies."

Love Ride Inc. owners, city staff, and legal counsel understand the risk involved with the addition of beer and wine sales on-site and are taking this very seriously. YCPARMIA has been consulted and advises the City to ensure that Velocity Island Park is operated pursuant to the conditions of approval, including the requirement that individuals who purchase alcohol not be permitted to use the cable wakeboard system. Additionally, the City maintains its right to have "surprise" visits to inspect processes and visitor health and safety. It is anticipated that Love Ride, Inc. will soon receive a Type 41 beer and wine liquor license from the California State Department of Alcohol and Beverage Control (ABC) as ABC's thirty-day review period ended on June 6, 2015.

YCPARMIA further advised that the waiver signed by Velocity Island users specifically incorporate use of the skateboard park and that a prohibition be included on having simultaneous use of the skate park by bicycle riders and skateboard users. The City Attorney redrafted the waiver for Love Ride's review, and the skatepark prohibition has been incorporated into the Second Amendment to the Lease. It is possible that the City and Love Ride may determine future policies for the skatepark users as Love Ride brings its plans to completion and construction.

Public Contact

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat.
- Notices were mailed to all property owners within 300 feet of the project site.

Copies of the factual staff report for the proposed project have been on file at City Hall since Friday, June 12, 2015.

Conclusion

Staff recommends that the City Council approve Resolution No. _____ authorizing the City Manager to execute the Second Amendment to the Ground Lease with Love Ride Inc. for the Velocity Island Park facility.

Prepared by: Wendy Ross, Economic Development Manager

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

Attachments:

1. Resolution authorizing the City Manager to Execute the Second Amendment to the Ground Lease Agreement
2. Second Amendment to the Ground Lease Agreement
3. Planning Commission staff report May 21, 2015
4. Planning Commission Resolution PC15-06 and Conditions of Approval
5. Planning General Application Form

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT
TO GROUND LEASE AGREEMENT WITH LOVE RIDE, INC.**

WHEREAS, City and Love Ride, Inc. entered into a Ground Lease Agreement (“**Lease**”) and First Addendum on April 8, 2013, for a portion of City Property located at 755 North East Street in the City of Woodland, as described more fully in the Ground Lease, for purposes of developing and operating a cable tow recreational water park facility known as Velocity Island Park; and

WHEREAS, Love Ride, Inc. has successfully maintained and operated Velocity Island Park for recreational purposes with no major health and safety issues or concerns for approximately two years; and

WHEREAS, the City and Love Ride, Inc. entered into a First Amendment to the Lease in March 2015 to reduce Love Ride’s required insurance; and

WHEREAS, Love Ride, Inc. has requested that the City consider an amendment to the Lease that would allow beer and wine sales at The Black Pearl Grill located within the Velocity Island Wakeboard Park, which requires a Type 41 On-Sale Beer and Wine license from the California Department of Alcohol Beverage Control; and

WHEREAS, Love Ride, Inc. has also requested that the City approve the construction of an approximately 75 foot by 100 foot skateboard park adjacent to the sandy beach area located near the northeast corner of the site just south of the parking lot; and

WHEREAS, Love Ride, Inc. presented its two proposed changes to the Planning Commission on May 21, 2015, and the Planning Commission amended the Conditions of Approval for Love Ride’s conditional use permit but provided that such changes would not go into effect until the Lease is amended and executed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby determines that the Second Amendment to the Lease Agreement is exempt from further CEQA review under CEQA Regulations 15061(b)(3), 15301, and 15303, and authorizes the City Manager to execute the Second Amendment to the Ground Lease Agreement with Love Ride Inc. for Velocity Island Park (Exhibit A), to permit beer and wine sales (provided ABC grants a license) at The Black Pearl Grill located within Velocity Island Wakeboard Park and to permit the construction of a skateboard park.

PASSED AND ADOPTED by the City Council of the City of Woodland this 16th day of June, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez
City Clerk

Kara K. Ueda
City Attorney

Exhibit A, Second Amendment

**CITY OF WOODLAND
SECOND AMENDMENT TO GROUND LEASE AGREEMENT
(Velocity Island Park)**

This Second Amendment to Ground Lease Agreement (“**Second Amendment**”) is made as of June 16, 2015, by and between the CITY OF WOODLAND, a California municipal corporation (“**City**”) and LOVE RIDE INC., a Delaware corporation d/b/a Velocity Island Park (“**Tenant**”). City and Tenant are sometimes collectively referred to herein as the “**parties.**”

RECITALS

A. City and Tenant entered into a Ground Lease Agreement (“**Lease**”) and an Addendum to the Lease as of April 8, 2013, for a portion of City Property generally located at 755 North East Street in the City of Woodland, and more specifically identified as Yolo County Assessor’s Parcel Numbers 027-340-002 and 027-270-078, as described more fully in the Lease and which is referred to as the Leased Land; and

B. The City and Tenant amended the Lease (“**First Amendment**”) on or around March 3, 2015, to reduce the general liability insurance required from Five Million Dollars to Three Million Dollars (\$3,000,0000) per occurrence, which limit may be satisfied by a combination of primary and umbrella policies; and

C. The First Amendment also added Section 6.9 to the Ground Lease, requiring that Tenant provide certain audits, safety reports, testing reports, OSHA complaints, and other records relating to its use of the Leased Land to City within specified time periods; and

D. Tenant has successfully maintained and operated a cable park at the Leased Land, known as “Velocity Island Park,” for recreational purposes with no reported health and safety issues or concerns for approximately two years; and

E. Tenant has committed to addressing the outstanding issues, permit requirements, and Conditions of Approval per the Lease as required; and

F. Tenant desires to sell beer and wine on-site at its restaurant and to install a skateboard park within the Leased Land and sought and received appropriate approval from the City of Woodland Planning Commission, such approval being contingent upon the execution of this Amendment, and now desires to amend the Lease to provide for such modifications to the Lease.

AGREEMENT

NOW THEREFORE, in consideration of the above Recitals and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Tenant hereby agree as follows:

1. Amendment to Section 2. The first sentence of Section 2 of the Lease is hereby

amended to read as follows:

“2. **Use.** Subject to the provisions of this Lease and the requirements of any approval obtained in connection therewith, the Leased Land may be used to develop and operate a cable tow recreational water park facility, which shall be permitted to include an on-site restaurant and a skateboard park (together the “**Facility**”).”

2. Replacement of Section 2.3. Section 2.3 of the Lease is hereby deleted and replaced in its entirety with the following:

“2.3 Compliance with City’s Conditions and CEQA Mitigation Measures. Tenant shall at all times, and at Tenant’s sole cost and expense, comply with (i) all conditions of approval included within the conditional use permit approved by the City for the City and Tenant’s operations, which are set forth in Exhibit B, attached hereto and incorporated herein by reference; and (ii) all mitigation measures included within the mitigated negative declaration approved for the Facility and Tenant’s operations and the mitigation monitoring program adopted by the City in connection therewith. Tenant shall also ensure that at all times there shall be no mixed use of the skateboard park by both bicyclists and skateboard users and shall post signs to that effect and actively monitor the skateboard park’s use. Tenant acknowledges that the City’s termination rights hereunder shall not be contingent upon the revocation of the conditional use permit for the Facility and Tenant’s operations.”

3. Addition of Section 12.1.4. Section 12.1.4 is hereby added to the Lease to read as follows:

“Section 12.1.4. Liquor Liability Insurance. The Lease is hereby amended to require Tenant to maintain occurrence version liquor liability insurance, or equivalent form, with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, which limit may be satisfied by a combination of primary and umbrella policies.”

4. Amendment to Exhibit “B” Conditions of Approval. Conditions of approval numbers 1 and 25 of the Planning Conditions, as set forth in Exhibit B of the Lease, are hereby amended to read as follows:

“1. The project is as described in the staff report prepared for the September 20, 2012 Planning Commission meeting and as amended in the May 7, 2015 staff report to include on-site beer and wine sales at the park’s snack shack/grill and to allow the construction of a skateboard park as an ancillary use located within the wakeboard park’s leased area. The project shall be constructed as depicted on the Conceptual Site Plan, Landscape Plans, and building elevations dated 5/27/2011, and with the amended “Proposed Site Plan with Skate Park” dated 5/7/2015, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications. Applicant shall obtain all necessary building and/or grading permits as required by the City of Woodland Building Department prior to the construction of the skateboard park feature.

25. Beer and wine sales shall be allowed at the park's grill/snack shack only and consumption of beer and wine shall take place only within the designated patio dining area at the park. The designated patio/dining area shall be identified through signage to the satisfaction of the City and shall clearly denote areas where beer/wine may be (and may not be) consumed. Beer and wine sales may occur between the hours of 12:00 pm and 7:30 pm. Appropriate safety precautions shall be adhered to including, but not limited to, ID checks to ensure minors are not served alcohol (beer/wine) and rider wristbands shall be cut upon ordering beer or wine from the grill/snack shack, after which time a new wristband shall not be issued. Applicant shall comply with all provisions and requirements of the Department of Alcoholic Beverage Control including obtaining a Type 41 Beer and Wine permit prior to sales. Applicant shall also comply with the requirements for on-sale liquor establishments not within the Central Business District Zone (Zoning Ordinance Section 25-21-70(c)(2)). Sales of alcohol/beer or wine outside of these provisions may only occur through the issuance of a Special Events Permit (see Condition #24 above)."

5. Replacement of Exhibit C. Exhibit C is hereby deleted and replaced in its entirety with a new Exhibit C, as shown on the attached Exhibit C.

6. General Provisions.

A. Authority to Enter Second Amendment. Each party represents to the other that the person executing this Second Amendment has the requisite power and authority to execute this Second Amendment and to bind each respective party.

B. Execution in Counterparts. This Second Amendment may be executed in duplicate counterparts, each of which shall be deemed an original.

C. No Other Changes to Agreement. Except as expressly amended by this Second Amendment, all terms and conditions set forth in the Lease, the Addendum, and the First Amendment shall remain in full force and effect.

D. Capitalized Terms. Capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Lease.

IN WITNESS WHEREOF, this Second Amendment is executed by the Parties as of the date set forth below (the "Effective Date").

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[Signatures on following page]

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LANDLORD:
CITY OF WOODLAND,
a California municipal corporation

TENANT:
LOVE RIDE INC.,
a Delaware corporation

By: _____
Paul Navazio
City Manager

By: _____
Name: _____
Title: _____

Date: _____

Date: _____

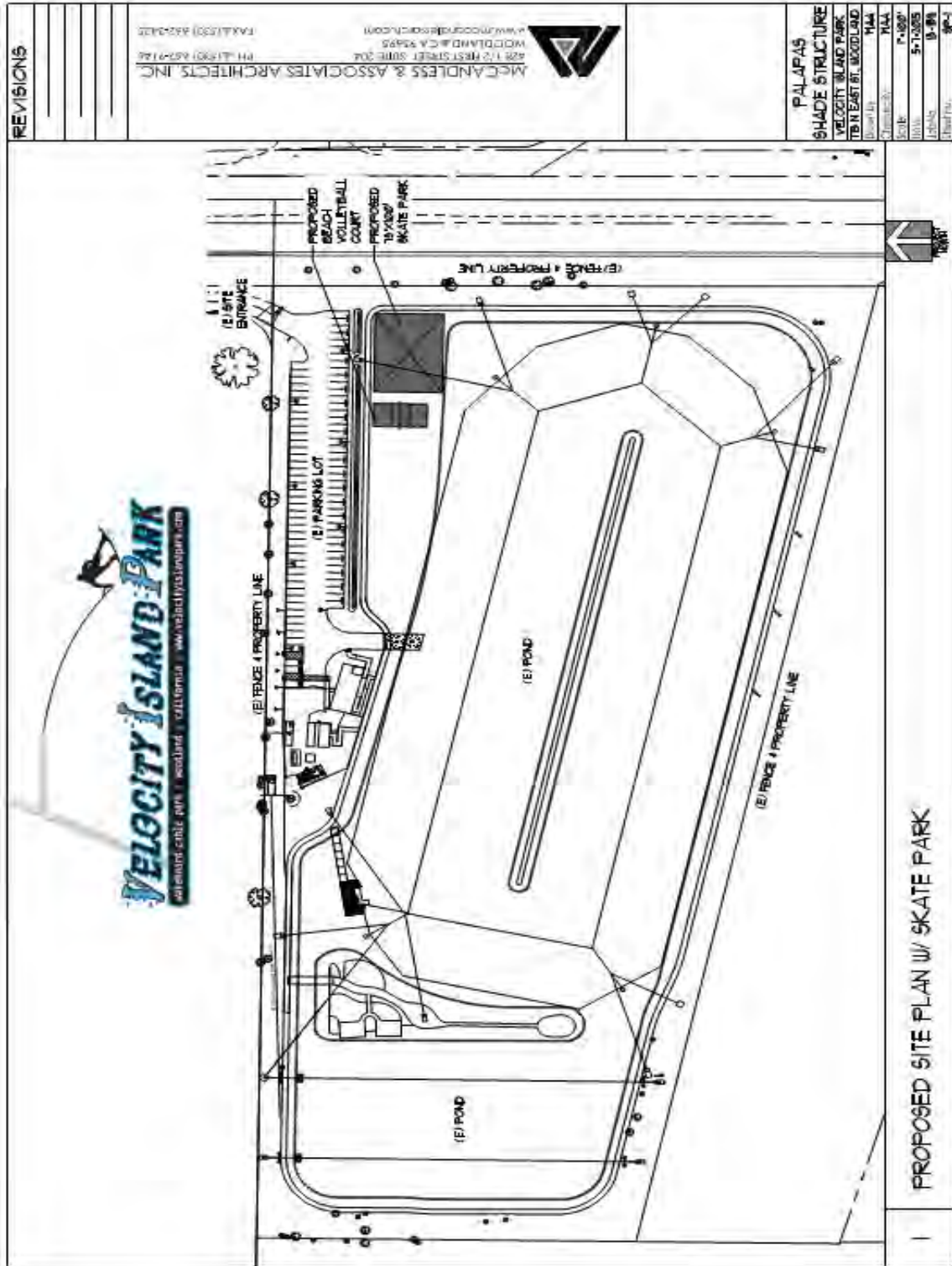
Attest:

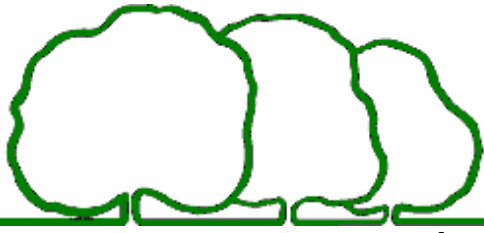
By: _____
Ana B. Gonzalez
City Clerk

EXHIBIT C

EXHIBIT C

Site Plan with Skate Park





City of Woodland

Planning Commission

Velocity Island Wakeboard Park Conditional Use Permit Modification; the project applicant is requesting amendments to the Velocity Island Wakeboard Park Conditional Use Permit (CUP) to allow on-site beer and wine sales at the Black Pearl Grill restaurant located within the park and to allow the construction of an approximately 7,500 square foot skateboard park as an ancillary use within the wakeboard park's leased area. The wakeboard park is located at 755 N East Street, immediately northwest of Interstate 5 and N East Street within the Open Space (O-S) Zone.

Location: 755 N East Street, Woodland, CA 95695

Applicant/Owner: Velocity Island Park (Scott and April Hartmann)/Black Pearl Grill (Chef Diego Wilk); 1240 Alice Street, Woodland, CA 95776

Environmental Report: Categorical Exemption

APN: 027-340-002

Project Planner: Erika Bumgardner, Senior Planner

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Report For: Planning Commission Public Hearing – May 21, 2015

General Plan Designation: Open Space (O-S)

Current Zoning: Open Space (O-S)

Existing Land Uses: Velocity Island Wakeboard Park

Flood Zone: AE Zone - Area of 100-Year Flooding, Special Flood Hazard Areas Subject to Inundation by the 1% Annual Chance Flood Event (Base Flood Elevation Determined), FIRM Community Panel Number – 060426-0465H Revised May 16, 2012.

Street Access: Dubach Access Road and North East Street

Adjacent Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>ZONING</u>
North	Farm land	County
South	Farm land	County
East	Valley Oak Inn & vacant lot	C-H
West	Farm land	County

Pending/Potential Action

Staff recommends that the Planning Commission take action on the following:

1. Receive the Staff Report;
2. Conduct the Public Hearing;
3. Adopt Resolution No. PC15-____, 1) approving the Conditional Use Permit Modification to allow on-site beer and wine sales at the Black Pearl Grill and to allow the construction of a skateboard park as an ancillary use within the wakeboard park's leased area; and 2) recommending that the City Council amend the Ground Lease Agreement between the City of Woodland and the project applicant (Love Ride, Inc., d/b/a Velocity Island Park) to allow for consistency with the modified CUP.
(Attachment 1)

Project Site Description

The site is located on 15 acres of City property formerly known as the Dubach Stormwater Detention Basin (aka Dubach Park) (APN 027-340-002) located at 755 North East Street immediately northwest of Interstate 5 / Highway 113 in the City of Woodland, Yolo County, California. The project site has a City of Woodland General Plan and Zoning Designation of Open Space (OS). The current use of the site includes a conditionally permitted cable wakeboard park, including a sandy island/beach and an elevated patio and grill (restaurant) area for riders and spectators.

Background

On April 8, 2013, the City of Woodland entered into a Ground Lease Agreement with the project applicant (Love Ride, Inc., d/b/a Velocity Island Park) to allow for the construction and operation of a cable tow recreational water park facility consistent with the Conditions of Approval approved by the Planning Commission on September 20, 2012. The approved project conditions specified no sales or consumption of alcohol within the park unless permitted through a Special Event Permit approved by the City.

Project Proposal

Beer and Wine Sales. The applicant is requesting a modification of the Conditional Use Permit to allow beer and wine sales at The Black Pearl Grill located within Velocity Island Wakeboard Park. The proposed use will require a Type 41 On-Sale Beer and Wine license from the California Department of Alcohol Beverage Control.

The Black Pearl Grill will operate seven days a week, May through October, from Noon to 7:30pm. Winter season operations will vary, but will not extend past park operating hours. Beer and wine will be served only within the food court area which is delineated from the remainder of the park by way of low concrete walls, ropes and landscape buffers.

According to the project applicant, safety precautions will include ID checks and wakeboard rider's wristbands being cut once beer or wine is ordered, to ensure no one is riding under the influence of alcoholic beverages.

Skateboard Park. The applicant is also requesting approval of the construction of an approximately 75 foot by 100 foot skateboard park ("skate park") adjacent to the sandy beach area located near the northeast corner of the site, just south of the parking lot (see **Attachment 1, Exhibit B, Site Plan**). Skate park features will include ledges, a fun box, a pyramid, a few curbs, a mini ramp, some flat runs and a banked ramp. Exact design and schedule of completion has not been determined.

Public Notification

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat.
- Notices were mailed to all property owners within 300 feet of the project site.

Copies of the factual staff report for the proposed project have been on file at City Hall since Friday, May 15, 2015.

Environmental Assessment Status

The project is exempt from CEQA per Section 15061 (b)(3) because it includes minor modifications to an existing facility that are limited in scope and will not result in environmental impacts. Further the project qualifies for CEQA Class 1 and Class 3 categorical exemptions (CEQA Guidelines, §15301 – Existing Facilities and §15303 – Conversion of Small Structures). A Class 1 exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. A Class 3 exemption consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

The site is located within Woodland City Limits and is surrounded by urban development. The 15 acre site consists of a cable tow wakeboard park and ancillary uses (pro shop, snack shack/grill, outdoor patio area, and sandy beach). The site does not provide habitat for sensitive species. The addition of on-site beer and wine sales and the addition of the skate park will not result in significant traffic, noise, air quality, or water quality impacts as both uses are limited in scale; and will be located within the improved wakeboard park lease area, and are considered ancillary uses to the wakeboard park, and not park attractions in and of themselves. The project does not involve significant amount hazardous materials. The use permit modifications will comply with City noise standards. Existing utilities (storm water, sewer, water, electrical, gas) are adequate to serve the proposed project.

Prior to taking an action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved staff will file a Notice of Exemption with the Yolo County Clerk's Office in conformance with Article 5 §15062(a) of the CEQA guidelines.

Reviewing Agency Comments

The project has been circulated to other City divisions and departments for review. All reviewing comments have been integrated into the conditions of approval.

Discussion

The Black Pearl Grill, located within Velocity Island Wakeboard Park, is largely intended to serve families and spectators of wakeboard riders, in addition to the riders themselves. In order to provide adult customers with a range of food and beverage options, the applicant is seeking a modification to the park's Conditional Use Permit (CUP) to allow for the sale of beer and wine at the grill. Safety precautions as outlined in the Project Proposal section above and as included in amended Condition of Approval #25 (detailed below) have been included to maintain the safety of the riders and visitors to the park.

The proposed cable wakeboard park operates up to seven days per week and serves 10 to 100 persons per day with more attendance for special events (tournaments) during the year. For these larger events, a separate review is required from the City's Special Events Committee and the

applicant is required to obtain a Special Event Permit. The Special Event Permit addresses special event parking, shuttle service, traffic control, noise control, sale of alcohol, security measures and advance notification to adjacent residences. The Special Event Permit process shall remain a required component of any special event anticipated to exceed normal operational attendance.

Since the wakeboard park's opening in 2014, park staff have witnessed a similar passion for skateboarding as for wakeboarding in many of the participant riders. As riders await their turn for the wakeboard tow, they are choosing to bring and ride their skateboards around the park's paved areas. To provide a separate and more appropriate location for skateboarding during rider "down-time," the applicants have requested the ability to construct an approximately 7,500 square foot skateboard park within the existing wakeboard park's leased area, at the far east end of the sandy beach spectator area.

While the skateboard park amenity will undoubtedly be an added draw to the facility, the primary intent is to provide current and future wakeboard patrons a dedicated location to skateboard away from the sidewalks and other concrete features/walls in and around the facility. The skateboard park would be considered an incidental or ancillary use of the wakeboard park.

As part of the approval process, the Ground Lease Agreement between Velocity Island Park and the City will need to be amended to modify the terms under which the park will operate (i.e. to include/allow beer and wine sales at the grill/snack bar and to allow for the construction of a skateboard park). The lease agreement includes safety and waiver requirements, and causes for termination. The Conditional Use Permit Modification will be incorporated into the amended lease agreement including revised conditions of approval. Specifically, Condition of Approval #1 is being amended to include a skateboard park as an ancillary use at the wakeboard park, to be located as depicted in the site plan dated May 7, 2015. Also Condition of Approval #25 is being amended to include/allow beer and wine sales at the park's grill/snack, as follows (language removed shown in strikethrough, amended language shown in double underline) (See **Attachment 1, Exhibit A**):

Amended COA #1: The project is as described in the staff report prepared for the September 20, 2012 Planning Commission meeting and as amended in the May 7, 2015 staff report to include on-site beer and wine sales at the park's snack shack/grill and to allow the construction of a skateboard park as an ancillary use to the wakeboard park and located within the wakeboard park's leased area. The project shall be constructed as depicted on the Conceptual Site Plan, Landscape Plans, and building elevations dated 5/27/2011, and with the amended "Proposed Site Plan with Skate Park" dated 5/7/2015, ~~included in the staff report,~~ except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications. Applicant shall obtain all necessary building and or grading permits as required by the City of Woodland Building Department prior to construction of the skateboard park feature.

Amended COA #25: ~~There shall be no sales or consumption of alcohol within the Park. Alcohol sales and consumption is only permitted with a City approved Special Event~~

~~Permit. Applicant shall permanently post the Park with adequate signage to the satisfaction of the City.~~

Beer and wine sales shall be allowed at the park's grill/snack shack only and consumption of beer and wine shall take place only within the designated patio dining area at the park. The designated patio/dining area shall be identified through signage to the satisfaction of the City and shall clearly denote areas where beer/wine may be (and may not be) consumed. Beer and wine sales shall occur between the hours of 12:00pm and 7:30pm. Appropriate safety precautions shall be adhered to including, but not limited to, ID checks to ensure minors are not served alcohol (beer/wine) and rider wristbands shall be cut upon ordering beer or wine from the grill/snack shack, after which time, a new wristband shall not be issued. Applicant shall comply with all provisions and requirements of the Department of Alcoholic Beverage Control including obtaining a Type 41 Beer and Wine permit prior to sales. Applicant shall also comply with the requirements for on-sale liquor establishments not within the Central Business District Zone (Zoning Ordinance Section 25-21-70 (c)(2)). Sales of alcohol/beer or wine outside of these provisions may only occur through the issuance of a Special Events Permit (see Condition #24 above).

An important component of this lease agreement is liability insurance required for the park operator. As a component of the Ground Lease Amendment, which must be amended prior to implementation of the revised Conditions of Approval, staff will work with the project applicant and the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) to identify any additional precautionary measures, such as liability waivers, mandatory helmet requirements, etc., necessary to safely implement the new uses. The applicant currently carries \$3,000,000 in liability coverage as approved by YCPARMIA.

Staff Analysis

Staff supports the project subject to the attached recommended modifications to the prior approved conditions of approval and provided the following analysis:

GENERAL PLAN CONSISTENCY

The General Plan (GP) designation for the site is **Open Space (OS)**. This General Plan designation provides for agricultural uses, outdoor recreational and equestrian uses, habitat protection, irrigation canals, reservoirs, watershed management, public and quasi-public uses, and areas typically limited for human occupation due to public health and safety hazards such as earthquake faults, floodways, unstable soils, or areas containing wildlife habitat and other environmentally-sensitive features. The Open Space (OS) designation provides for outdoor recreational and similar uses as appropriate. **The proposed project amendments as conditioned are consistent with the General Plan.**

ZONING CONSISTENCY

Land Use

The zoning designation for the site is **Open Space (O-S)**. This zoning designation allows *Golf Courses, Driving Ranges, Public, Quasi Public, and Uses Appropriate To The Area* with a

Conditional Use Permit. The cable wakeboard park is an appropriate use and a similar to the former Dubach softball park as a recreational use. **The proposed project amendments as conditioned are consistent with the Zoning Ordinance.**

Alcoholic Beverage Establishments

Article 21 Section 70 (c) of the Zoning Ordinance addresses Alcoholic Beverage Establishments outside of the Central Business District. The city's zoning ordinance requires that a Conditional Use Permit be obtained for all alcoholic beverage establishments located outside of the Central Business District Zone. The zoning ordinance exempts bona fide restaurants from this requirement. Article 21 lists specific requirements for alcoholic beverage establishments, including the regulation of on-sale alcohol sales. The proposed business is required to comply with each of the requirements as specified in the ordinance and as provided in the Conditions of Approval.

Parking

The proposed project amendments are considered ancillary uses that will take place within and subordinate to an existing facility, which includes adequate parking availability, therefore the proposed amendments do not require additional off-street parking beyond what has currently been provided.

Setbacks and Height

The proposed project amendments comply with the setback requirements of the Zoning Code and with Community Design Standards. Beer and wine sales will take place within the prior approved "snack shack" and the proposed skate park will be constructed outside of required setbacks within the sandy beach area of the park. No new buildings are being proposed.

Conditional Use Permit

Article 27 of the Zoning Regulations commencing with section 25-27-01 addresses conditional use permits. The Planning Commission may approve, conditionally approve or deny an application for a conditional use permit; and in authorizing a conditional use, may impose such requirements and conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property. Before granting any conditional use permit the Planning Commission shall be satisfied that the proposed structure or use conforms to the requirements and the intent of this chapter and the general plan.

Appeal

The planning commission action on the conditional use permit shall be final unless, within **fourteen (14) calendar** days after the decision, the applicant, or any other person including the city council, any individual city council member, or the city manager, not satisfied with the decision of the planning commission, may appeal to the city council. No conflict of interest shall exist solely by reason of the filing of an appeal by the city council, an individual city council member, or the city manager. Any appeal shall be filed with the city clerk and, except an appeal by the city council, a council member, or the city manager, shall be accompanied by a filing fee as prescribed by city council resolution. The city clerk shall set a date for a public hearing and

shall give notice to the appellant, the applicant, and neighboring property owners in the manner provided in Section 25-27-50.

Recommendation

Staff recommends that the Planning Commission take action on the following:

1. Receive the Staff Report;
2. Conduct the Public Hearing; and
3. Adopt Resolution No. PC15-____, 1) approving the Conditional Use Permit Modification to allow on-site beer and wine sales at the Black Pearl Grill and to allow the construction of a skateboard park as an ancillary use within the wakeboard park's leased area; and 2) recommending that the City Council amend the Ground Lease Agreement between the City of Woodland and the project applicant (Love Ride, Inc., d/b/a Velocity Island Park) to allow for consistency with the modified CUP.

The Ground Lease Agreement modification must be approved by City Council and fully executed prior to implementation of the Velocity Island Wakeboard Park CUP Modification.

Attachments:

1. Planning Commission Resolution
 - a. Exhibit A – Conditions of Approval (Modification)
 - b. Exhibit B – Proposed Site Plan with Skate Park
2. General Application Form and Project Justification Statement

RESOLUTION NO. PC 15- 06

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY
OF WOODLAND APPROVING A MODIFICATION TO THE
VELOCITY ISLAND WAKEBOARD PARK CONDITIONAL USE
PERMIT TO ALLOW ON-SITE BEER AND WINE SALES AT THE
BLACK PEARL GRILL AND FOR THE CONSTRUCTION OF A
SKATEBOARD PARK LOCATED WITHIN THE WAKEBOARD
PARK LEASED AREA. THE WAKEBOARD PARK IS LOCATED
AT 755 N EAST STREET WITHIN THE OPEN SPACE ZONE.**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on May 21, 2015 to review and consider a request from the project applicant, Velocity Island Wakeboard Park, for amendments to the Velocity Island Wakeboard Park Conditional Use Permit (CUP) to allow on-site beer and wine sales at the Black Pearl Grill restaurant located within the park and to allow the construction of an approximately 7,500 square foot skateboard park as an ancillary use within the wakeboard park's leased area; and

WHEREAS, Velocity Island Wakeboard Park is located at 755 N East Street, immediately northwest of Interstate 5 and N East Street within the Open Space (O-S) Zone; and

WHEREAS, the Velocity Island Wakeboard Park Conditional Use Permit (CUP) was approved by the Planning Commission on September 20, 2012, and on April 8, 2013, the City of Woodland entered into a Ground Lease Agreement with the project applicant (Love Ride, Inc., d/b/a Velocity Island Park) to allow for the construction and operation of a cable tow recreational water park facility on city owned property, consistent with the Conditions of Approval of the CUP; and

WHEREAS, the Velocity Island Park CUP Conditions of Approval must be modified to allow for the on-site sale of beer and wine and to allow for the construction and use of a skateboard park as an ancillary use within the wakeboard park's leased area; and

WHEREAS, as part of the approval process, the Ground Lease Agreement between Velocity Island Park and the City of Woodland will need to be amended to modify the terms under which the park will operate including the allowance of on-site beer and wine sales at the grill/snack bar and to allow for the construction and use of a skateboard park within the wakeboard park's leased area; and

WHEREAS, the proposed project amendments conform to the City of Woodland General Plan and Zoning Ordinance in that the uses are conditionally permitted in the Open Space Zone, are consistent with the zoning and general plan and appropriate conditions have been made part of the approval (as provided for in **Exhibit A**); and

WHEREAS, the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use and required provisions of the Zoning Code, and satisfies all minimum physical standards required under the City's Zoning Code for similar type uses; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the proposed project is exempt from CEQA review per Section 15061 (b)(3), which applies minor modifications to an existing facility that are limited in scope and will not result in significant traffic, noise, air quality, or water quality impacts. Further, the project qualifies for CEQA Class 1 (CEQA Guidelines, §15301) and Class 3 (CEQA Guidelines, §15303) categorical exemptions. A Class 1 exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. A Class 3 exemption consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, hereby:

1. Approves the Conditional Use Permit (CUP) Modification (Planning Application No. PLNG15-00030) subject to the modified conditions of approval included in **Exhibit A**, allowing on-site beer and wine sales at the Black Pearl Grill restaurant located within the park and to allow the construction of an approximately 7,500 square foot skateboard park as an ancillary use within the wakeboard park's leased area as identified in **Exhibit B**, located at 755 N East Street in the Open Space (O-S) Zone.

2. Recommends City Council amend the Ground Lease Agreement between the City of Woodland and the project applicant (Love Ride, Inc., d/b/a Velocity Island Park) to allow for consistency with the modified CUP.

The Ground Lease Agreement modification must be approved by City Council and executed prior to implementation of the Velocity Island Wakeboard Park CUP Modifications.

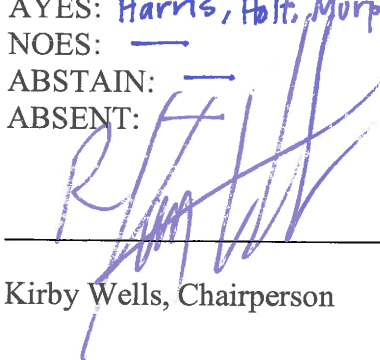
PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting on the 21st day of May, 2015, by the following vote:

AYES: *Harris, Holt, Murphy, Wells, Lopez, Ortega-Lampkin, Lizarraga*

NOES:

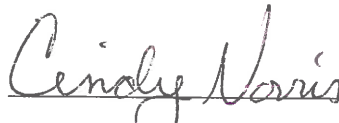
ABSTAIN:

ABSENT:



Kirby Wells, Chairperson

ATTEST:



Cindy Norris, Principal Planner

EXHIBIT A

Conditions of Approval

PLANNING – Conditional Use Permit

1. The project is as described in the staff report prepared for the September 20, 2012 Planning Commission meeting and as amended in the May 7, 2015 staff report to include on-site beer and wine sales at the park's snack shack/grill and to allow the construction of a skateboard park as an ancillary use located within the wakeboard park's leased area. The project shall be constructed as depicted on the Conceptual Site Plan, Landscape Plans, and building elevations dated 5/27/2011, and with the amended "Proposed Site Plan with Skate Park" dated 5/7/2015, included in the staff report, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications. Applicant shall obtain all necessary building and or grading permits as required by the City of Woodland Building Department prior to construction of the skateboard park feature.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Final Plan Set: Prior to the issuance of building permits, the applicant shall include a Final plan set, with all conditions of approval incorporated or clearly listed on the plans. The conditions shall be printed on a full-size plan sheet(s).
4. The Applicant shall comply with the approved CEQA Mitigation Monitoring and Reporting Plan. Upon request, applicant shall provide a written report detailing compliance with MMRP to the Community Development Department for review.
5. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
6. The Conditional Use Permit must be exercised within **one year** of issuance, or it shall be null and void by act of law (Section 25-27-70).
7. At any time, upon request by the City, applicant shall provide a written report detailing compliance with Conditional Use Permit and Special Event Permits to the Community Development Department for review.
8. Applicant shall provide the Community Development Department with a check for the sum of **\$2,151.50** made out to Yolo County to record the environmental document with Yolo County.
9. Applicant to provide written verification that proper screening will block the visibility of roof mounted mechanical or utility equipment from the public.

10. Applicant shall comply with the State of California's new Water Efficient Landscape Ordinance AB 1881. The landscape architect shall document and attest to the compliance with the new State ordinance on the final landscape plans.
11. For landscaping on private property, a minimum of 15-gallon (or larger) trees is required. Landscaping on private property can also use shrubs from 1-gallon containers. All landscape stock shall be inspected by the project landscape architect prior to installation. No root bound plants shall be used, only healthy, well-formed, and vigorous plant material shall be used. Landscape architect to provide written verification as to plant health.
12. Enter into a landscape Maintenance Agreement with the City. The Agreement shall be recorded prior to issuance of a building permit to assure continuing maintenance of the landscaping.
13. Light poles shall not be located so as to conflict with the planting or future growth and shading of trees throughout the site. Parking and security lights shall not be taller than 20 feet above grade.
14. Applicant shall modify proposed landscape plan to use three (3) tree species in the parking lot as recommended by the City Arborist - Horn beam (*Carpinus betulus*), Purple Robe(*Robinia X ambigua 'Idahoensis'*), and Chinese Pistache "Keith Davey". City Arborist may select an evergreen tree as a substitute for one of the three tree species.
15. Applicant shall modify proposed landscape plans by replacing two thirds of the proposed Valley Oaks on the south and east perimeter to include two (2) additional varieties as recommended by the City Arborist - Little leaf Linden (*Tillia cordatta*) and Frontier Elm (*Ulmus X 'Frontier'*). City Arborist may select an evergreen tree as a substitute for one of the two tree species.
16. Prior to City issuing any building permit applicant shall have a Tree Protection Plan prepared by a licensed Arborist and submitted for review by the Community Development Department. This Plan shall identify trees to be retained and specific measures to be taken to protect the trees during construction and the long-range care and preservation of the trees.
17. Landscape Plan shall indicate a 3-inches of top dressing (bark) be used in all planter beds.
18. The applicant shall be required to provide replacement trees for all healthy trees removed from the site. The replacement requirement is two trees for every 6 inches of trees removed measured at diameter breast height (DBH). The replacement trees are in addition to those trees required as part of project approval per the City's Landscaping Ordinance and Community Design Standards. Replacement trees may be planted on site or applicant can pay into the City's tree fund at \$215 per replacement tree.
19. Photometric data shall be provided, and indicate that the parking area will be equipped with one (1) foot-candle of minimum maintained illumination per square foot of parking surface to include the entire paved area. The parking area shall be illuminated from dusk until the termination of business every operating day. Photometric data must also confirm the absent of "Hot Spots" or areas of ten (10) foot-candle of illumination per square foot or more.
20. The bathroom building shall use earth tone integral color CMU split face block. An earth tone color shall also be used for the standing seam metal roof. Applicant shall submit colors

to be used on the building(s) for review and approved by the Community Development Department.

21. Applicant shall construct a trash enclosure matching the bathroom design and materials. Trash enclosures are required to be cover (roof). The roof of the trash enclosure to match roof of bathroom.
22. Operations buildings on site shall use at least two earth tone colors. Applicant shall submit colors to be used on the building(s) for review and approval by the Community Development Department.
23. Should parking become a problem in the opinion of the City, the applicant shall provide additional parking and any necessary shuttle service to the site in order to ensure public safety to the satisfaction of the Community Development Department. Any off-site parking shall be reviewed and approved by the Community Development Department and may require the applicant to obtain a Condition Use Permit for the off-site parking site.
24. Applicant shall obtain a Special Event Permit prior to holding any special event or tournament. Applicant shall submit the request for such an event a minimum of 30 days prior to the scheduled event to the City's Special Event Committee. The Special Event Permit shall address special event parking, shuttle service, traffic control, noise control, sale of alcohol, security measures and advance notification to adjacent residences.
- ~~25. There shall be no sales or consumption of alcohol within the Park. Alcohol sales and consumption is only permitted with a City approved Special Event Permit. Applicant shall permanently post the Park with adequate signage to the satisfaction of the City.~~
25. Beer and wine sales shall be allowed at the park's grill/snack shack only and consumption of beer and wine shall take place only within the designated patio dining area at the park. The designated patio/dining area shall be identified through signage to the satisfaction of the City and shall clearly denote areas where beer/wine may be (and may not be) consumed. Beer and wine sales shall occur between the hours of 12:00pm and 7:30pm. Appropriate safety precautions shall be adhered to including, but not limited to, ID checks to ensure minors are not served alcohol (beer/wine) and rider wristbands shall be cut upon ordering beer or wine from the grill/snack shack, after which time, a new wristband shall not be issued. Applicant shall comply with all provisions and requirements of the Department of Alcoholic Beverage Control including obtaining a Type 41 Beer and Wine permit prior to sales. Applicant shall also comply with the requirements for on-sale liquor establishments not within the Central Business District Zone (Zoning Ordinance Section 25-21-70 (c)(2)). Sales of alcohol/beer or wine outside of these provisions may only occur through the issuance of a Special Events Permit (see Condition #24 above).
26. Applicant to submit for review a geotechnical soils report with construction documents.
27. The use of temporary signs and attention getting devices (flags, sails, inflatable balloons, streamers, sponsor signs, etc.) shall require the applicant to submit plans for review and possible approval, a minimum of 30 days prior to use.
28. Applicant shall implement all of the safety measures outlines in their cable wakeboard park proposal. Applicant shall provide upon request at any time an incident report, tracking safety issues and accidents at the park to the Community Development Department for review.

29. The City shall require the applicant to implement additional safety measure at the park at any time should the City deem additional safety measure necessary.
30. Applicant shall provide a quality assurance report, at any time upon request from the City, to verify that the water quality of the lake is safe for human occupancy and water sports use.
31. Park operators shall provide proof of sufficient insurance for the operation of the park to the satisfaction of the City and YCPARMIA.

DEVELOPMENT ENGINEERING

FEES

1. Project shall pay all applicable development impact fees in effect at the time of building permit. Fees shall be based on the building s.f. of the bathroom and operations building and any other buildings added to the approved site plan, as well as, meter fees for surface water and Storm drain fees shall be based on the paved area of the parking lot. Fees shall be based on the service category.
2. Project shall pay plan check and inspection fees on public improvements and on civil improvements constructed on City property.
3. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

REQUIRED SUBMITTALS:

1. Applicant shall prepare improvement plans for all work within the public right-of-way and civil improvement plans on City property and submit to the Development Engineering with an encroachment permit application for review and approval. The submittal shall include an engineer's estimate of cost for the public improvements and a plan check fee in the amount of 3% of the engineer's cost estimate. Prior to building permit issuance, applicant shall obtain permit and post security for the full cost of the public improvements and improvements on City land. This submittal is separate from the building permit submittal.

Prior to issuance of the encroachment permit the balance of plan check and inspection fees (total plan check and inspection fees less the deposit) based on the final cost estimate shall be paid in full based on the City's fee schedule these fees are (based on the construction cost of the improvements: 12% of the first \$50,000, plus 10% of the next \$50,000, plus 9% of the next \$100,000, plus 8% of the next \$100,000, plus 7% of the amount over \$300,000.

2. Unless otherwise determined by the City Engineer, construction of public improvements will require that the applicant enter into an improvement agreement, and provide bonds and insurance.
3. Prior to start of work applicant shall obtain a Caltrans encroachment permit for all work within the right of way of East Street/SR 113. (Caltrans will also need to approve design of the sewer and water connections).
4. Prior to start of work applicant shall obtain a Railroad permit for work within the Railroad Right of Way.

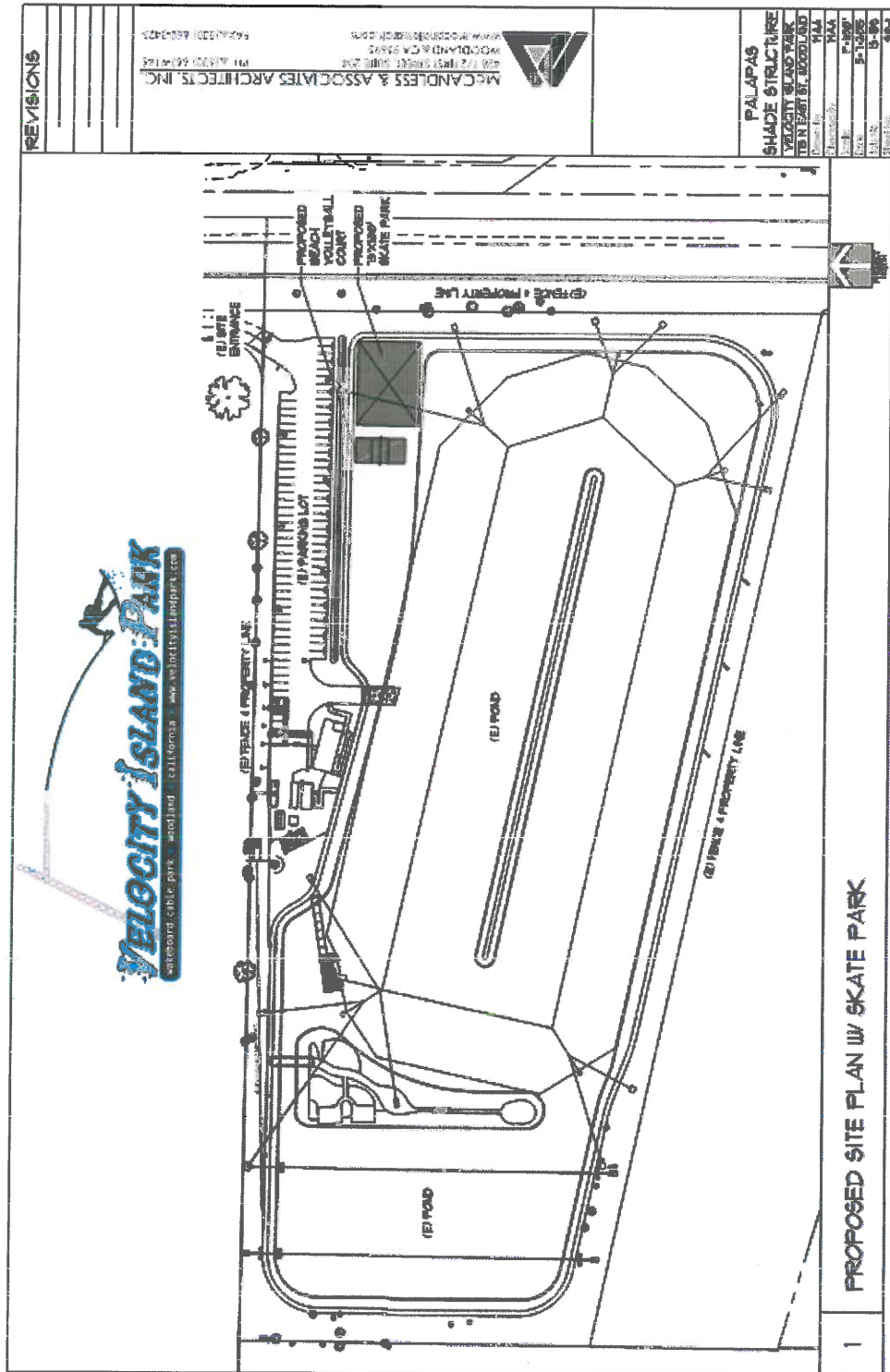
SITE PLAN AND REQUIRED PUBLIC IMPROVEMENTS:

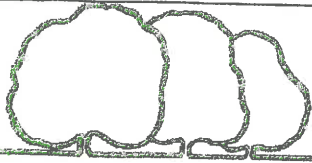
1. The following public improvements are required as a condition of development of this site, and shall be completed under the encroachment permit prior to certificate of occupancy providing the above conditions (required submittals) are met prior to building permit issuance. The Encroachment permit shall apply to the sidewalk, driveway, all utility connections, and all civil improvements (on and off site), and any traffic control or traffic impacts on the public street.
2. The applicant shall install utility connections to City of Woodland Standards and Specifications. This may include but is not limited to installation of new meter boxes, backflow prevention, cleanouts and/or laterals in a location approved by the City.
3. Backflow protection devices are required on the commercial and landscape irrigation water services for the project. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.
4. Project shall incorporate mitigations for construction traffic as detailed in the environmental document.
5. The project is subject to the City's Storm Water Ordinance and must comply with the City of Woodland Technical Guidance Manual for Storm water Quality Control Measures. Site shall meet General Site Design Control Measures, Site Specific Control Measures, and Treatment Control Measures. The applicant may pay a Storm Water Quality in lieu fee if unable to meet treatment requirements. Site specific control measures will include entering into a maintenance agreement with the City.
6. The site may irrigate landscaping either from potable water or from the onsite well but there shall be no connection between the two systems. A separate landscape irrigation service with meter and backflow will be required for an irrigation connection to the potable water connection.
7. Should ground dewatering be necessary for construction, applicant shall obtain a groundwater discharge permit from the State.

8. The Project is within the flood plain. Development shall comply with all applicable FEMA standards and regulations and all City requirements for development within a flood plain. Consult with the building officials.
9. Overhead power lines shall not run through the middle of the project, electrical facilities shall be undergrounded, unless if necessary due to flood requirements, may be routed around the edge of the project subject to the approval of the building official and City Engineer.
10. Improvement plans need to be revised to include the adjacent parcel access road.
11. The project shall widen the paved access road to 20 feet in width.
12. Project shall Relocate street light in the eye of the button hook at the intersection of SR 113 and site access road; or replace it with a breakaway pole.
13. Access Road and parking lot design sections shall be based on a design by a licensed Geotechnical Engineer. The access road shall be designed to handle a minimum of a 20 ton vehicle in a 10 year storm.
14. Applicant shall provide City Departments with access codes or keys for after hours emergency and storm drain maintenance.
15. Sewer Force main shall be owned and maintained by the applicant up to the point of connection to the City's gravity system.
16. Project improvements shall include repair and/or replacement of all access roadway lights.

EXHIBIT B

Site Plan with Skate Park





City of Woodland

Community Development Department
300 First St, Woodland CA 95695
(530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. Owner/Applicant

PROPERTY OWNER:

CITY OF Woodland

MAILING ADDRESS:

300 First St.

CITY STATE ZIP CODE:

Woodland CA 95695

PHONE NUMBER:

(530) 661-5820

E-MAIL ADDRESS:

PROJECT APPLICANT

Velocity Island (Black Pearl)

MAILING ADDRESS:

1240 Alice St Woodland

CITY STATE ZIP CODE:

Woodland CA 95776

PHONE NUMBER:

530-908-5201

E-MAIL ADDRESS:

APRIL @ VelocityIslandPark.com

2. Application Requested

- | | | |
|--|--|---|
| ☐ General Plan Petition | ☐ Zoning Amendment | ☐ General Plan Amendment |
| ☐ Tentative Subdivision Map | ☐ Tentative Parcel Map | ☐ Lot Line Adjustment |
| ☐ Site Plan Review | ☐ Design Review | ☐ Sign Design Review |
| ☒ Conditional Use Permit (CUP) | ☐ Zoning Administrator Permit | ☐ Variance |
| ☐ Public Convenience or Necessity | ☐ Other | |
- mod. \$175800*

Is this request part of another application? ☐ Yes ☐ No If so, what? _____

3. Project Description

Project Name:

Black Pearl e Velocity Island ~~PARK~~

Total Acres or Square Feet

Site address or location:

755 N. East St.

Assessor's Parcel Number:

027 ³⁴⁰⁻⁰⁰² ~~270 078~~

Is Your Project Located in a Flood Zone?

☐ Yes

☐ No

Does this request include signage?

☐ Yes

☐ No

4. Justification for Request



On a separate sheet, explain in detail your request and why you believe your request is justified.

PLNG15-00030

5. General Plan Amendment

Existing General Plan Designation	Gross Acres	Proposed General Plan Designation	Gross Acres
_____	_____	_____	_____

6. Zoning Amendment

Existing Land Use Zone	Gross Acres	Proposed Land Use Zone	Gross Acres
_____	_____	_____	_____

7. Residential Development

No. of residential units are being requested? _____

No. of lots will be created by this project? _____

Single Family _____ Half-plex _____

Do you intend to market the units for sale?

Duplex _____ Apartments _____

☐ YES ☐ No

Condominiums _____ Other _____

Do you intend to market the units for rent?

Townhomes _____ Total Units _____

☐ YES ☐ No

8. Commercial/Industrial Development

Indicate the type of commercial/industrial development proposed:

Indicate the gross and leasable square footage for each type of development:

9. Authority to File Application

Check one:

☐ Property Ownership ☐ Power of Attorney*

☐ Contract to Purchase* ☐ Other

Specify _____

* Attach Evidence of Authority

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

APRIL HARTMAN APRIL 28-2015

Applicant: _____ Date _____

Legal Owner: _____ Date _____

Legal Owner: _____ Date _____

DEPARTMENT USE ONLY

Amount Paid: _____

Project No: _____

Amount Due: _____

Logged by: _____ Date: _____

GP / Zoning Designation: _____

Planner: _____ Date: _____

THE BLACK PEARL

Bar & Grill

Project Title: Beer and Wine Sales

Having a beer and wine license is a vital element to many California restaurants. From the fine dining to the family style establishments, these businesses require a liquor license, whether it is a full liquor license or a beer and wine license, in order to be able to provide their customers with the service they demand.

The Black Pearl will be a family owned and operated public eating establishment located at Velocity Island Park in Woodland CA, serving authentic Farm to Fork styled cuisine, using fine local ingredients and scratch cooking techniques. The food and beverages are integral to the environment of the restaurant concept.

Permit place was contacted to obtain a Conditional Use Permit (CUP) to allow beer and wine sales for on-site consumption and California ABC Type 41 On-Sale Beer and Wine license for The Black Pearl.

The beer and wine will be served only within the food court area which is fenced by different materials such as concrete wall, ropes and gardening fence, it will be all required signs to ensure all safety regulations and practices.

Safety precautions will be conduct at all time of business operations: all costumers will be ID checked at the time of alcohol purchase with no exemptions, making sure no minors will get alcohol, and the wakeboard riders wristband will be cut to ensure no one is riding under the influence of alcoholic beverages.

Our staff will be committed to check and control all areas at all times of business operations ensuring a safety and fun environment.

The Black Pearl will operate for the summer 7 days a week from 12 to 7:30 pm from May thru October. Winter season subject to owner decision will be closed, not generating any expenses and overheads.

The Black Pearl will offer a very unique healthy menu designed and developed by International Chef de Cuisine Diego Wilk, using wood fire pizza oven, outdoor BBQ smoker and grilling with natural and local ingredients, it will soon make an impact in this community becoming the only one with this concept in the area.

Please find attached The Black Pearl menu.

Thanks for your time and consideration.

The Black Pearl Team.



Legislation Text

File #: 14-784, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Re-Certification of the Sewer System Management Plan (SSMP)

Recommendation for Action: Staff recommends that the City Council approve the 2015 Revised SSMP.

Staff Contact

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

Fiscal Impact

This action has no impact on the City's General Fund. The sewer enterprise fund currently covers staffing and preventative maintenance costs necessary to implement the SSMP.

Background

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDRs or general WDRs), Order No. 2006-0003 to provide statewide approach for reducing Sanitary Sewer Overflows (SSOs). An SSO is any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oil, and grease. SSOs pollute surface and ground waters, threaten public health, adversely affect aquatic life and impair the recreational use and aesthetics of surface waters. The goal for SSO reduction is to decrease the risk to human health and the environment. To accomplish this goal, the general WDRs require each public agency that owns and/or operates a sanitary sewer system to meet specific requirements, including development and implementation of a system-specific Sewer System Management Plan (SSMP). To comply with this requirement, the City Council certified the SSMP on June 16, 2009.

WDR and Sewer System Overview

The most significant requirement from the general WDRs is the need to develop and implement a Sewer System Management Plan (SSMP) for the reduction of sanitary sewer overflows (SSOs) reaching the waters of the United States. The SSMP once developed is required to be updated every five years and certified by the SWRCB upon completion. A copy of the SSMP must be publicly available and the 2015 revised SSMP will be posted on the City's website.

The mandatory elements of the SSMP are specified below:

1. Develop specific and measureable Goals for planning, scheduling, and evaluating the City's

- management, operations, and maintenance of all parts of the sewer system.
2. Organizational structure for SSO reporting and evaluation of the SSMP implementation.
 3. Demonstrate legal authority of the sewer system through the use of ordinances for enforcement of violations and to effectively manage the sanitary sewer system.
 4. Continue development and implementation of an operations and management program for the sewer system that describes preventative actions such as regular maintenance and cleaning of the sewer system; evaluate the conditional ranking of sewer pipes, recommend rehabilitation, and fund the completion of recommended rehabilitation; and provide training on a regular basis for utility maintenance workers.
 5. Further develop the design and construction standards for the installation, repair, inspection, and testing of the sewer system.
 6. Revision and implementation of the Overflow and Emergency Response Plan (OERP) that identifies the measures taken to protect public health and the environment when a spill occurs.
 7. Evaluate the Fats, Oil, and Grease (FOG) control program which conducts public education and outreach, FOG disposal, best management practices (BMPs) for grease removal devices' operation and maintenance, identification of sections subject to FOG blockages, and development of source control measures.
 8. Continued development of the System Evaluation and Capacity Assessment Plan (SECAP) that defines problem areas of the sewer system to be addressed through the capital improvement plan (CIP) for scheduling and funding of proposed rehabilitation.
 9. Monitor and measure the effectiveness of the SSMP and make appropriate modification based on the monitoring and performance evaluation.
 10. Conduct internal audits, at least every two years, evaluating the effectiveness of the SSMP. An audit report is prepared every two years that describes identified deficiencies and the steps enacted to correct the deficiencies.
 11. Provide a communication program consisting of the city website information of the SSMP and internal audits with public outreach for FOG and an email and phone number for further information requests.

Discussion

The revised version of the SSMP meets each of the mandatory elements described herein. This document was extensively reviewed and discussed in great detail by the City's Engineering and Public Works staff to include the amended WDR orders that were issued since the SSMP was certified. Specifically, Order 2006-0003-DWQ, which established a class of operations, facilities, and discharges statewide for sanitary sewer systems, was amended by Order 2008-0002-EXEC. The amendment addressed the required timeframe the City had to notify all emergency and regulatory parties of a spill or overflow that affected a drainage channel or surface waters. Order 2013-0058-EXEC, the latest amendment, addressed new reporting requirements for compliance and enforcement issues to improve the quality and usefulness of monitoring and reporting program (MRP) for sanitary sewer overflows.

Conclusion

Staff recommends that the City Council approve the 2015 Revised Sewer System Management Plan (SSMP) as described herein.

Prepared by: Sherry Kimura, Engineering Tech III

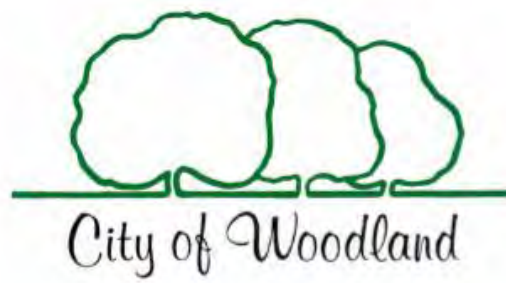
Reviewed by: Tim Busch, Principal Utilities Civil Engineer

Brent Meyer, City Engineer

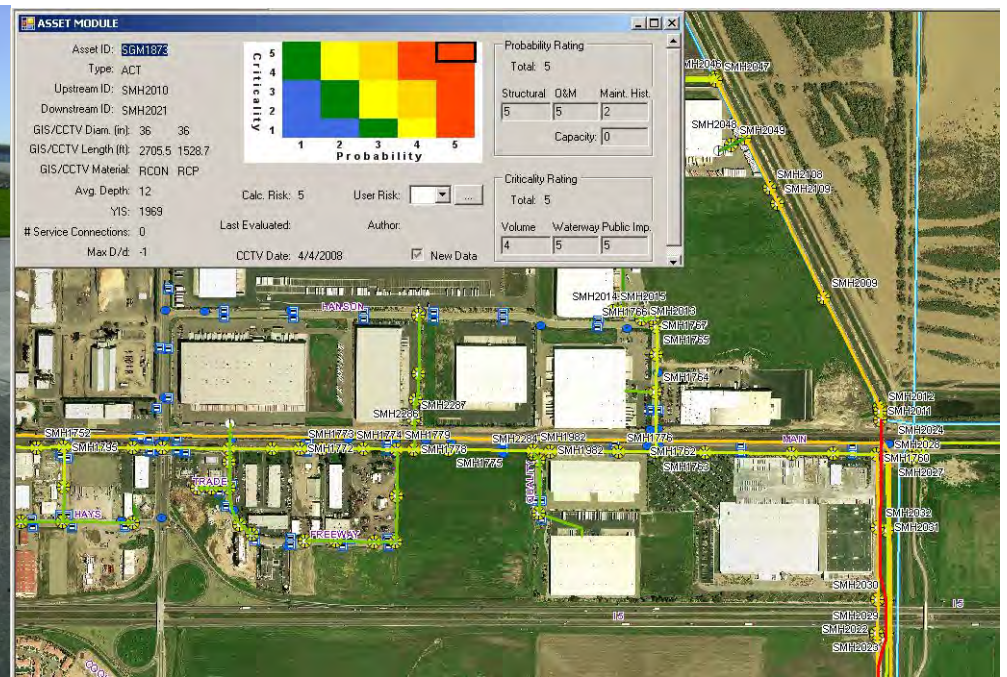
A handwritten signature in dark ink, appearing to read "Paul Navazio". The signature is fluid and cursive, with the first name "Paul" and last name "Navazio" clearly distinguishable.

Paul Navazio, City Manager

ATTACHMENT: Attachment A - 2015 Revised SSMP



Sewer System Management Plan (SSMP)



Originally Prepared by:



Kimley-Horn
and Associates, Inc.

May 2, 2009

Revised by: City of Woodland Staff
May 22, 2015

CITY OF WOODLAND SSMP

TABLE OF CONTENTS

SSMP Section	Tab / Page #
Section 0: Introduction	0
Section i: Goals	i
Section ii: Organization	ii
ii-a: Authorized representative	ii-2
ii-b: Organizational chart	ii-3
ii-c: SSO reporting chain of communication	ii-10
Section iii: Legal Authority	iii
iii-a: Authority to prevent illicit discharges	iii-2
iii-b: Authority to properly design and construct sewer	iii-5
iii-c: Authority to ensure access	iii-7
iii-d: Authority to limit FOG	iii-8
iii-e: Authority to enforce any violation	iii-9
Section iv: Operation and Maintenance Program	iv
iv-a: System mapping	iv-2
iv-b: Routine preventative O&M activities	iv-6
iv-c: Prioritization program for impaired sewer assets	iv-12
iv-d: Training	iv-21
iv-e: Equipment and critical replacement parts	iv-26
Section v: Design and Performance Provisions	v
v-a: Design and construction standards and specifications	v-2
v-b: Procedures and standards for inspecting and testing	v-7
Section vi: Overflow Emergency Response Plan	vi
vi-a: Proper notification procedures	vi-2
vi-b: Program to ensure appropriate response	vi-3
vi-c: Notification of regulatory agencies	vi-4
vi-d: SSO response plan distribution and training	vi-6
vi-e: Procedures for emergency operations	vi-8
vi-f: Program to minimize effects of sewage discharge to waters of the U.S.	vi-9
Section vii: FOG Control Program	vii
vii-a: FOG public outreach program	vii-2
vii-b: FOG disposal	vii-5
vii-c: Legal authority	vii-6
vii-d: Requirements for grease removal devices	vii-10
vii-e: Inspection	vii-13
vii-f: Identification of FOG problem areas	vii-17
vii-g: FOG source control measures	vii-19
Section viii: System Evaluation and Capacity Assurance	viii
viii-a: Identification of areas of hydraulic deficiency	viii-2
viii-b: Hydraulic design criteria	viii-7
viii-c: Capacity enhancement capital improvement program	viii-8
viii-d: Schedule of completion dates for capital improvement projects	viii-9

TABLE OF CONTENTS (CONTINUED)

SSMP Section	Tab / Page #
Section ix: Monitoring, Measurement, and Program Modifications	ix
ix-a: Information maintained to prioritize SSMP activities	ix-2
ix-b: Monitoring and measurement of SSMP element effectiveness	ix-3
ix-c: Assessment of success of preventative maintenance program	ix-4
ix-d: SSMP program updates based on performance evaluations	ix-5
ix-e: SSO trend analysis	ix-6
Section x: SSMP Audits	x
Section xi: Communication Program	xi
xi-a: Plan of communication with public	xi-2
xi-b: Plan of communication with satellite collection systems	xi-3

LIST OF ATTACHMENTS

Section 0: Introduction

Attachment 0-1: City of Woodland CIWQS Questionnaire

Attachment 0-2: City of Woodland Sewer Collection System Overview Map

Attachment 0-3: SSMP Performance and Implementation Task Schedule

Section i: Goals

Attachment i-1: City of Woodland Mission Statement

Section ii: Organization

Attachment ii-1: City of Woodland SSMP Organizational Chart

Attachment ii-2: City of Woodland Employee Contact Information

Attachment ii-3: Standard City of Woodland Job Descriptions

Attachment ii-4: SSO Reporting Chain of Communication

Section iii: Legal Authority

Attachment iii-1: City of Woodland Pollution Prevention Program Framework

Section iv: Operation and Maintenance Program

Attachment iv-1: Example Map Change Request Form for New Development / Capital
Improvement Project / Rehabilitation & Replacement Project Map Updates

Attachment iv-2: Example Weekly Sewer Main Inspection List

Attachment iv-3: Example Weekly Sewer Main Flush List

Attachment iv-4: Example Quarterly Cleaning Route

Attachment iv-5: Example Lift Station Maintenance Log

Attachment iv-6: Collections Sewer/Storm Certifications and Requirements

Attachment iv-7: Example Performance Review Evaluation Form

Attachment iv-8: Example 2015 Training Schedule

Attachment iv-9: Example TMS Employee Training History Log

Attachment iv-10: Pipeline / Manhole Equipment & Replacement Part Inventory

Attachment iv-11: Sewer Lift Station Equipment & Replacement Part Inventory

Section v: Design and Performance Provisions

None

LIST OF ATTACHMENTS (CONTINUED)

Section vi: Overflow Emergency Response Plan

Attachment vi-1: City of Woodland Overflow Emergency Response Plan

Attachment vi-2: Meeting Minutes SOP for SSO & Illegal/Illicit Review Committee

Attachment vi-3: SSO & Illegal/Illicit Review Committee Agenda Template

Attachment vi-4: Sample SSO & Illegal/Illicit Review Committee Meeting Minute Summary and Action Item Log

Attachment vi-5: Existing Conditions Water Quality Sampling Plan

Section vii: FOG Control Program

Attachment vii-1: Flyers – “Grease Trap Maintenance Guidelines” and “Vehicle Service Facilities – BMPs”

Attachment vii-2: List of Waste Haulers and Grease Renderers in the Woodland Area

Attachment vii-3: City Of Woodland Industrial Waste Pretreatment FOG Program

Attachment vii-4: Example PPP Permit (Grease Trap)

Attachment vii-5: Example PPP Permit (Grease Interceptor)

Attachment vii-6: Hot Water Only Pre-Rinse Wash Procedures

Attachment vii-7: Grease Removal Device Maintenance Record

Attachment vii-8: City Of Woodland Enforcement Response Plan

Attachment vii-9: Example of FSE Master Inspection Scheduling Spreadsheet

Attachment vii-10: FOG Program Inspection Standard Operating Procedure

Attachment vii-11: Example Illicit Connection / Illegal Discharge Stop Action Report

Attachment vii-12: Priority Cleaning / Inspection Route GIS Map

Attachment vii-13: Sample Pretreatment Inspection Field Report

Attachment vii-14: Sample Inspection Request Form

Section viii: System Evaluation and Capacity Assurance

None

Section ix: Monitoring, Measurement, and Program Modifications

Attachment ix-1: Performance Indicator Summary and Performance Indicator Tracking Sheets

Section x: SSMP Audits

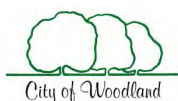
Attachment x-1: Sample SSMP Program Audit Cover Letter

Attachment x-2: Sample SSMP Program Audit Council Communication

Attachment x-3: SSMP Changes Log

Section xi: Communication Program

Attachment xi-1: Yolo County Jail Inquiry of Sewer Collection System



0 Introduction / Document Use

SSMP Requirement Background

This Sewer System Management Plan (SSMP) has been prepared for the City of Woodland in compliance with the requirements of California State Water Resources Control Board (SWRCB) order no. 2006-0003, dated May 2, 2006. The order consists of general waste discharge requirements (GWDRs) which prohibit the discharge of untreated wastewater which may reach waters of the United States or cause a public nuisance as defined in the California Water Code Section 13050(m). The order requires that all publicly owned wastewater collection system utilities owning more than one mile of pipe prepare a written SSMP to assist in the proper operation, maintenance, and funding of the system to ensure the prevention of sanitary sewer overflows (SSOs). On September 9, 2013, Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the “SSS WDR”).

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that: • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

A completed online sanitary sewer system questionnaire for the City of Woodland is included in **Attachment 0-1**. The questionnaire displays the information provided by the City to the SWRCB through the CIWQS system, and is required to be updated annually.

Element 0. Introduction / Document Use

Purpose of the SSMP

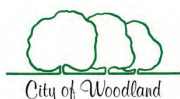
Any prohibited SSO originating from a publicly owned collection system constitutes a violation of the California Water Code and is subject to enforcement action. The SWRCB will take into consideration the adequacy of the actions taken by the utility in response to any spill as prescribed by the utility's SSMP when determining enforcement actions. The purpose of this document is to ensure that the City of Woodland Department of Public Works (DPW) is making an effective effort to reduce or eliminate SSOs and protect public health by implementing a plan specifically designed to maximize the functionality of its capital and human resources. The SSMP accomplishes this by defining specific procedures and performance indicators in 11 categories defined by the GWDRs by which performance may be measured to enhance operation and maintenance of the sewer collection system.

City Service Area and Sewer System Information

The City of Woodland is located in Yolo County, California and has approximately 57,000 residents. The City's Department of Public Works (DPW) owns 180 miles of sanitary sewer piping which service approximately 15,000 lateral connections. The average lateral is 40 feet in length, which translates to approximately 106 miles of sanitary sewer laterals within the sewer collection system. The collection system conveys an average of 4.5 million gallons of wastewater per day (mgd) to the City water pollution control facility. The sewer collection system includes three lift stations. Spring Lake and Gibson Ranch lift stations serve developments in the southern part of the City, and one influent pump station delivers flow into the headworks of the water pollution control facility. An overview map of the City's sewer collection system is included in **Attachment 0-2**.

Wastewater Utility Department Staffing

The DPW is managed by the City Council, under the direction of the City Manager. The Director of the DPW oversees the actions of six divisions which include Utility Maintenance, Right of Way (ROW) Maintenance, Environmental Operations, Fleet and Facilities, and Administration. The Utility Maintenance Division performs routine inspection and repairs of the sewer system, and responds to problems or complaints reported by system customers. The Environmental Operations Division ensures that all discharges from the sewer collection and treatment system comply with the Federal Clean Water Act, California Water Code, and other applicable regulations. This division also monitors the operation of the City water pollution control facility and sewer collection system lift stations. The Fleet and Facilities Division includes mechanics who conduct maintenance of City equipment and manage parts inventories. The Administration Division is mainly responsible for managing information that includes staff time cards, work orders, budgeting information, training records, etc. The Utility Engineering Division is part of Community Development Department (CDD) and assists in the production of design drawings for infrastructure maintenance and construction, construction specifications, construction and design standards, and system maps and models. This division also plans for necessary expansion of the system in order to accommodate new contributions to the service area.



Element 0. Introduction / Document Use

Sewer Collection System Budgeting Process

Funding for the sewer collection system, including both O&M costs and capital costs, comes from the sewer enterprise fund (City Fund 220), which collects utility fees paid by City customers. Utility fees are reset periodically when rate studies are done, which project O&M and capital costs ten years into the future in order to determine the fee rates that will provide the required funds. Additionally, funding for capital improvement projects may become available through the Sewer Development Fee Fund. Development fee funding is generated by fees charged to developers to pay for City infrastructure impacted by development projects, including upgrades or entirely new infrastructure components. Project-specific development fees are determined within the City's Major Projects Financing Plan (MPFP), which was last produced in 2008 and determines specific development project infrastructure impacts. For each fiscal year, the DPW submit O&M budgets and Utility Engineering Division submits capital improvement project budgets which extend 1-10 years into the future. O&M and capital improvement budgets are reviewed by the City Manager, a Finance Officer, CDD Director, and the Public Works Director, and are ultimately approved by City Council.

Document Organization

The GWDRs require that the SSMP address 11 specific aspects of the agency's responsibility regarding its operation and maintenance of the collection system. These sections address the following:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response
7. Fats, Oils, and Grease (FOG) Control
8. System Evaluation and Capacity Insurance
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Public Communication

This SSMP describes the actions of the City's DPW which constitute compliance with each requirement of the GWDRs pertaining to all 11 categories. Each section of the SSMP begins with the presentation of the specific requirements of that section per the GWDRs as well as a narrative providing additional background on the section. Subsequently, a sub-section exists for each sub-requirement within the section.

Element 0. Introduction / Document Use

Each sub-section of the SSMP presents the following:

- a. The exact language of the sub-requirement
- b. A discussion of specific actions performed by the City which satisfy the requirement
- c. A list of related documents in support of the discussion
- d. A plan and schedule for implementing any actions that the utility is not currently performing that are needed to meet the requirement, actions that are ongoing to maintain compliance, and / or actions that the utility wants to complete that are above and beyond the requirements but will enhance utility performance

An appendix is included at the end of each main SSMP section that contains all attached related documents for that section.

Responsibilities of the Legally Responsible Official

The representative of the Utility Maintenance Division of the DPW responsible for the maintenance and implementation of this SSMP will be required to perform the following tasks:

- I. Submission and endorsement of all reports required by SWRCB order no. 2006-0003 and Attachment A, SWRCB Order No. WQO 2013-0058-EXEC.
- II. Management of the City's online SSO reporting system account, CIWQS
- III. Completion of the certification portion of the Online SSO Database, CIWQS Questionnaire
- IV. Completion of bi-annual program audits
- V. Completion of 5-year SSMP re-certifications

City Council SSMP Certification and Re-Certification Requirements

In order to certify and re-certify the City's SSMP, the City Council must review the document and ensure that it fully meets all of the requirements of the GWDR and recommends actions and procedures to be taken by the DPW that are generally feasible and acceptable to the City Council. Prior to review by City Council, the final version of the SSMP will be reviewed by a committee which includes the Infrastructure O&M Superintendent, Utility Maintenance Supervisor, Principal Utilities Civil Engineer, Lab & Environmental Compliance Manager, and Management Analyst. They will perform a limited technical review of the document, with a more focused review on the potential fiscal impact based on recommendations regarding O&M, rehabilitation / replacement, and any other additional program modifications. Following approval of the SSMP by the review committee, a presentation of the document to City Council will be made by the Utility Maintenance and Utility Engineering Divisions.

Element 0. Introduction / Document Use

SSMP Performance and Implementation Task Schedule

All of the SSMP tasks that are shown within the plan and schedule portion of each separate SSMP sub-section have been summarized in a master “SSMP Performance and Implementation Task Schedule”, found in **Attachment 0-3**. This task schedule is updated bi-annually by the Infrastructure O&M Superintendent and adjusted if necessary to ensure timely completion of required tasks.

Related Documents

- o Attachment 0-1: City of Woodland CIWQS Questionnaire
- o Attachment 0-2: City of Woodland Sewer Collection System Overview Map
- o Attachment 0-3: SSMP Performance and Implementation Task Schedule

Element 0. Introduction / Document Use

Glossary

The following is a list of abbreviations and acronyms used in this document:

<u>Abbreviation</u>	<u>Meaning</u>
ARB	Automotive Repair Businesses
BMP	Best Management Practices
CA&CIP	Condition Assessment and Capital Improvement Planning
CCTV	Closed Circuit Television
City	The City of Woodland, CA
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
DPW	Department of Public Works
ERP	Enforcement Response Plan
FOG	Fats, Oils and Grease
FSE	Food Service Establishments
GWDR	General Waste Discharge Requirements
ID	Identification
LRO	Legally Responsible Official
MACP	Manhole Assessment Certification Program
MRP	Monitoring and Reporting Program
MPFP	Major Projects Financing Plan
MSC	Municipal Service Center
NASSCO	National Association of Sewer Service Companies
NOI	Notice of Intent
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operations and Maintenance
PACP	Pipeline Assessment Certification Program
PI	Performance Indicators
PM	Preventative Maintenance
POTW	Publicly Owned Treatment Works
PPP	Pollution Prevention Program
RP	Responsible Party
SECAP	System Evaluation and Capacity Assurance Plan

Element 0. Introduction / Document Use

<u>Abbreviation</u>	<u>Meaning</u>
SIU	Significant Industrial User
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
UPC	Uniform Plumbing Code
IPP	Industrial Pretreatment Program

Attachment 0-1:

City of Woodland CIWQS
Questionnaire


[Menu](#) | [Help](#) | [Log out](#)
Navigate to:

You are logged-in as: tloyd . If this account does not belong to you, please log out.

SSO - Questionnaire [?](#)[SSO Menu](#)

Regional Water Board: Region 5S - Sacramento
Agency: Woodland City
Sanitary Sewer System: City of Woodland CS
WDID: 5SSO10903

Collection System Questionnaire

[Save](#)

Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

Last updated: 2015-04-03

First updated: 2007-05-31

[Collection System Questionnaire](#) [?](#)**1) Sanitary Sewer System Category:**

Municipal (Public) ▼

2) What is the population served by your agency's sanitary sewer system?

56,590

3) What is your current annual operation and maintenance budget for sanitary sewer system facilities?

\$2,586,941

4) What is your current annual capital expenditure budget for sanitary sewer system facilities?

\$1,750,000

Please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

5) Entry Level (Less than 2 years experience)

Number of agency employees?

3

6) Journey Level (Greater than or equal 2 years experience)

Number of agency employees?

9

7) Supervisory Level

Number of agency employees?

1

8) Managerial Level

Number of agency employees?

1

Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

9) Grade I

Number of certified (Grade I Collection System Maintenance) agency employees:

2

Number of certified (Grade I Plant Maintenance Technologist) agency employees?

1

10) Grade II

Number of certified (Grade II Collection System Maintenance) agency employees:

4

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

0

Number of certified (Grade II Mechanical Technologist) agency employees:

0

11) Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:

2

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

0

Number of certified (Grade III Mechanical Technologist) agency employees:

0

12) Grade IV

Number of certified (Grade IV Collection System Maintenance) agency employees:

2

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

0

Number of certified (Grade IV Mechanical Technologist) agency employees:

0

13) OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY's CERTIFICATES OF COMPLETION

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees:

3

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees:

0

14) How many miles of forced mains and other pressure systems?

5

15) How many miles of gravity sewers?

180

16) Estimated Size Distributions of Assets (note: total % must sum to 100%)

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)
6 inches or less	12	0
8 inches	62	0
9 - 18 inches	15	100
19 - 36 inches	10	0
> 36	1	0
Unknown Diameter	0	0
Totals	100	100

17) Estimated total miles of laterals (upper and lower)?

160

18) Which portion of laterals is your agency responsible for?

Lower only ▼

(If the answer of question-18 is None, answer 0 (zero) for question-19)

19) Estimated total miles of laterals your agency is responsible for?

79

20) Number of service lateral connections?

15101

21) Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of: (note: total % must sum to 100%)

Age	Gravity Mainlines & Force Mains (%)	Pump Stations (*) 75k Gal/day & Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	14	1	0
1980 - 1999	29	1	0
1960 - 1979	33	0	0
1940 - 1959	11	0	0
1920 - 1939	8	0	0
1900 - 1919	5	0	0
Before 1900	0	0	0
Unknown Age	0	0	0
Totals	100	2	0

(*) For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (i.e., flow measurement) or calculated peak flow (e.g., # EDUs x Flow/EDU x Peaking Factor). Age is date asset was originally constructed.

22) Estimated total miles of your sewer system not accessible for maintenance?

10

23) How many miles of sewer system did you clean last year(miles)?

61.9

24)How many miles of sewer system did you inspect(e.g., CCTV) last year (miles)?

39.1

25) Estimated Sewer System Flow Characteristics

Average Daily Dry Weather Flow (MGD) Peak Daily Wet Weather Flow (MGD)

4.095

5.664

26) Where does this Sanitary Sewer System Discharge to?

Where it goes?

Name

WDID

WWTP same agency ▼

Woodland WPCF

5a570105001

Select ... ▼

Select ... ▼

Select ... ▼

27a) Are there any tributary sanitary sewer systems?

No ▼

28) How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system

0

29) How many force main aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?

0

30) How many siphons used to convey sewage are located throughout the sewer system?

0

Note: All questions are required to be answered. Enter NA for questions that do not apply or unknown.[Export Questionnaire History To Excel](#)© 2015 State of California. [Conditions of Use](#) [Privacy Policy](#)

Attachment 0-2:

City of Woodland Sewer Collection System Overview Map

City of Woodland Sewer System Overview Map

Legend

- Sewer Gravity Main
-  Sewer Pump Station

Interstate 5

Water Pollution
Control Facility
Outfall Line

Stormwater Canal

Water Pollution
Control Facility
Headworks
Pump Station

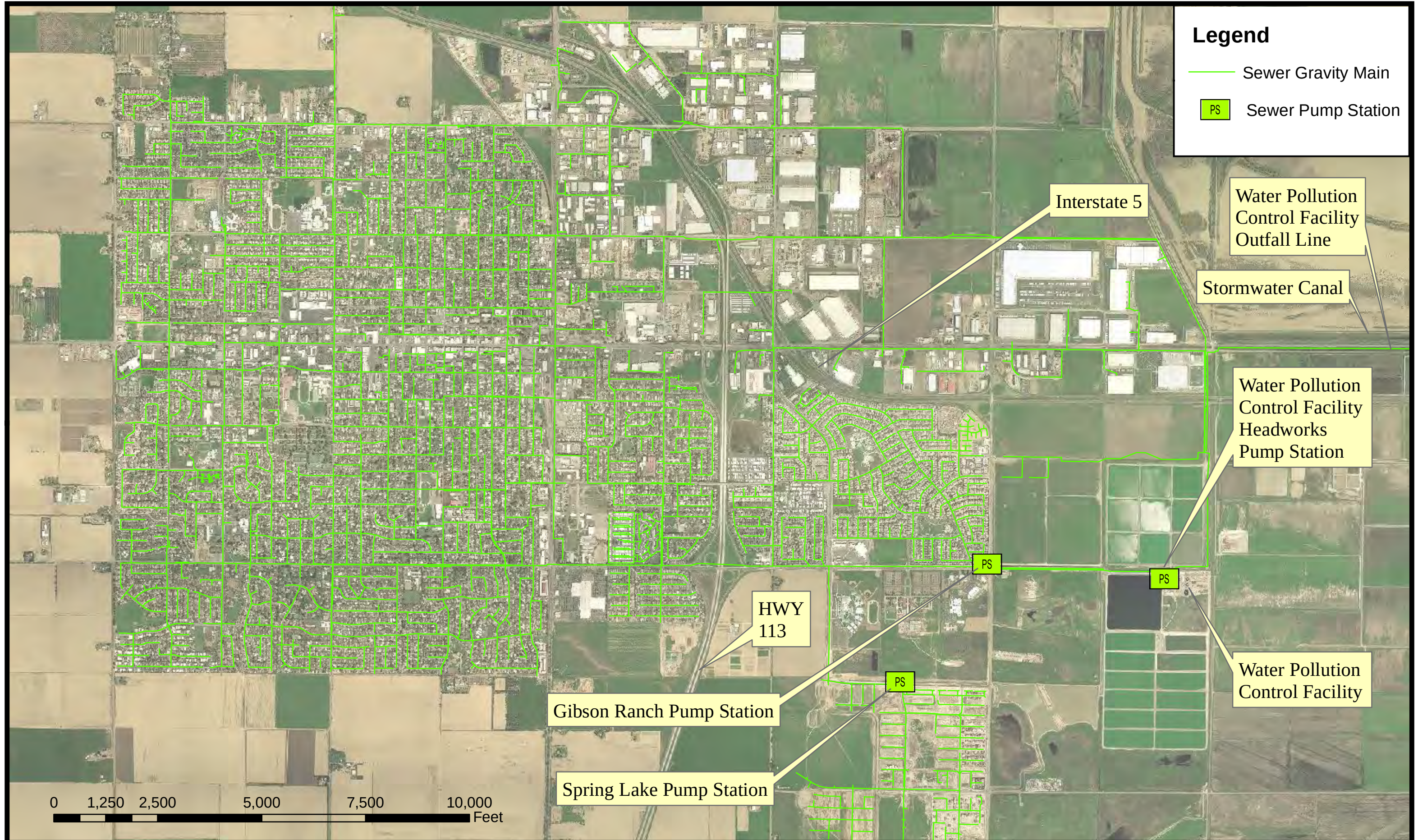
Water Pollution
Control Facility

HWY
113

Gibson Ranch Pump Station

Spring Lake Pump Station

0 1,250 2,500 5,000 7,500 10,000 Feet



Attachment 0-3:

City of Woodland SSMP Performance and Implementation Task Schedule

SSMP Performance and Implementation Task Schedule																																											
SSMP Section No.	Task Description	Responsible Party	SSMP Deadline / Frequency	Actual Task Completion Date (Last)	2015												2016												2017														
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
0	Update sanitary sewer system questionnaire through CIWQS.	Wastewater Systems Administrator	Annually																																								
ii-b	Update position specific SSMP tasks and contact information appendix.	Management Analyst/ Admin Clerk	Annually																																								
ii-c	Update phone numbers and make any necessary changes to SSO chain of communication and re-distribute.	Management Analyst/ Admin Clerk	Annually																																								
iii-b	Update City Major Projects Financing Plan	Principal Util. Civ. Engineer	Continuously																																								
iii-e	Find sewer utilities that are on private property but have no City easement	GIS Analyst	Continuously																																								
iii-c	Complete legal review of Code Section 23C-6-7 to allow City access to all utilities in sewer collection system	Principal Util. Civ. Engineer	2016-2017																																								
iv-a	Complete GIS mapping of stormwater infrastructure.	GIS Network Specialist	Ongoing																																								
iv-a	Obtain updated aerial photography for use with GIS maps.	GIS Network Specialist/ Civil Engineers	Bi-Annually																																								
iv-a	Update AutoCAD and GIS maps to include new infrastructure, capital Improvements, and field corrections.	GIS Network Specialist/ Civil Engineers/ Engineering Technician	Continuously																																								
iv-b	Create a Lateral Repair Program including plans and protocols for inspecting and repairing private laterals, including a mandatory lateral inspection program required at the time of property sale	Principal Util. Civ. Engineer	2015																																								
iv-b	Create a written lateral inspection and repair program.	Senior Civil Engineer	N/A																																								
iv-b	Run work order Crystal Report to identify assets in need of increased frequency preventative maintenance scheduling based on a high number of recent work orders.	Engineering Technician	Semi -Annually																																								
iv-b	Conduct or contract out scheduled preventative maintenance activities.	Utility Supervisor / Utility Maintenance Workers	Continuously																																								
iv-b	Enter all work orders, service calls, etc. into CMMS.	Utility Supervisor	Continuously																																								
iv-b	Update preventative maintenance schedules based on new information for CCTV inspections, field observations, and risk assessments.	Utility Supervisor	Continuously																																								
iv-e	Train staff on use of the CA&CIP software module.	Engineering Technician	Continuously																																								
iv-c	Upload all CCTV, CMMS, hydraulic model output, and GIS data into the CA&CIP module and obtain risk ratings for all assets	GIS Technician/ Analyst	Continuously																																								
iv-c	Update near-term CCTV inspection and flushing schedule to maintain 7-year system-wide CCTV inspection and 5-year system wide flushing frequencies.	Wastewater Systems Administrator/Senior Utility Maintenance Worker	Annually																																								
iv-c	Complete scheduled condition assessments and upload data into the CA&CIP Module.	Senior Utility Maintenance Worker	Continuously																																								
iv-c	Work to obtain the funds necessary to support the preventative maintenance and capital improvement budgets by producing and presenting data that justifies funds needed to maintain acceptable system "risk".	Wastewater Systems Administrator/ Principal Util. Civil Engineer	Continuously																																								
iv-d	Excute decision to change city-wide employee training software	Director of Public Works	January 2016																																								
iv-d	Create and distribute "training needed" reports.	Administrative Clerks	Annually																																								
iv-d	Develop annual monthly training topic schedule and document within a SSMP appendix.	Utility Supervisor	Annually																																								
iv-d	Conduct scheduled training and document	Wastewater Systems Administrator / Utility Supervisor	Continuously																																								
iv-e	Ensure fleet equipment associated with the SSMP have set preventative maintenance schedules in the fleet management software.	Equipment Services Lead	Continuously																																								
iv-e	Order fleet parts per minimum/ maximum inventory status and add any parts to regular inventory that show a trend of recurring failure.	Equipment Services Clerk	Semi -Annually																																								
iv-e	Establish pipeline, manhole, and lift station replacement parts and equipment lists.	Utility Maint. Worker / WPCF Operator	Continuously																																								
iv-e	Back-check pipeline, manhole, and lift station equipment and replacement part inventory lists and order needed items.	Utility Maint. Worker / WPCF Operator	Semi -Annually																																								
v-a	Circulate City Standards and Specifications, receive comments on proposed updates, review and adopt comments.	Principal Util. Civ. Engineer	Every 5 years																																								
v-a	Adopt newly acquired trenchless design and construction standards within the City Standard Specifications.	Principal Util. Civ. Engineer	Every 5 years																																								

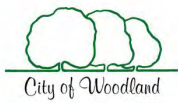
SSMP Performance and Implementation Task Schedule																																									
SSMP Section No.	Task Description	Responsible Party	SSMP Deadline / Frequency	Actual Task Completion Date (Last)	2015												2016												2017												
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
viii-a	Conduct system-wide flow monitoring to quantify and track I/I in specific sewer "sheds".	Associate Civil Engineer / WPCF Superintendent	Every 5-10 Years																																						
viii-a	Implement targeted flow monitoring for rehabilitation / replacement projects, new major development, and assets of concern (future CIPs).	Associate Civil Engineer	Continuously As Needed																																						
viii-a	Review and comment on the effect of major proposed projects or land use changes on sewer collection system capacity, coordinate with consultants as needed.	Associate Civil Engineer	Continuously As Needed																																						
viii-a	Maintain permanent wet weather flow monitoring data on major trunk lines.	Associate Civil Engineer	Continuously																																						
ix-a	Pis will be updated based on SSMP Change Log	Engineering Tech.	Annually																																						
ix-b	Complete data entry for each PI.	Various DPW Employees	Quarterly																																						
ix-e	Create the SSO field within the sewer main and manhole shape files, review all historical SSO records, and enter the data into the new fields created in the shape files.	GIS Network Specialist/ Utility Supervisor	May 2015																																						
ix-e	Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.	Utility Supervisor	Quarterly																																						
x-a	Conduct annual internal audit.	Infrastructure 0 & M Superintendent	Annually																																						
x-a	Present 2 years of internal audits to Council		Bi-annually																																						
x-a	Update SSMP programs based on audit results.		Every 5 years																																						
xi-a	Perform and document completion of the public communication tasks outlined in the SSMP.	Administration Clerk / IT Technician	Continuously																																						
xi-b	Determine if any privately owned facilities own and operate more than 1 mile of sewer collection system piping.	Infrastructure 0 & M Superintendent	On going																																						
xi-b	Compose sewage acceptance agreements if necessary with newly identified satellite facilities.																																								
xi-b	Communicate with utility managers of any satellite facilities to negotiate and sign sewage acceptance agreements, and to review satellite facility SSMP's as they are being written.		Within 5 months of occurrence																																						
xi-b	Hold annual performance indicator review meeting with any satellite facility utility manager(s).		Annually																																						

Key

= Recommended timeframe for completing task

= Continuous / Ongoing tasks

= Recurring Task



i **Goals**

SWRCB Requirement:

*The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help **reduce and prevent sanitary sewer overflows (SSOs)**, as well as mitigate any SSOs that do occur.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This SSMP section describes the goals of the City for the management, operation and maintenance of the sanitary sewer collection system. These goals help focus the long term efforts of the City to meet the objectives of GWDR, which are to reduce and prevent SSOs. This section fulfills the requirements of the GWDR SSMP mandatory element i.

Element i. Goals

i. Goals

Requirement	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur.
Discussion	The City of Woodland Utility Division has developed a mission statement and goals for the management, operation, and maintenance of the sewer collection system, which provide a vision for the activities of the Utility Division for the future. Each element of the SSMP is developed to bring the Utility Division closer to achieving one of these goals. The Utility Division is responsible for the City's sewer, storm and water utilities. Only the goals related to the City's sewer collection system have been included below. <u>Mission</u> The City of Woodland Utility Division will provide safe, reliable, efficient water, sewer and storm service at a minimum cost to the community of Woodland (see Attachment i-1). <u>Goals</u> 1. Protect public health 2. Perform all operations in a safe manner to avoid personal injury 3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur 4. Use the funds available to operate, maintain and improve the condition of the water, sewer and stormwater infrastructure to provide reliable service in the most efficient manner 5. Prevent excessive expenditures for claims and legal fees due to sewer system backups by providing immediate concern and efficient service to all emergency calls 6. Provide adequate sewer capacity to accommodate design storm flows and convey wastewater to treatment plant by cost-effectively minimizing inflow and infiltration 7. Minimize inconveniences by responsibly handling service interruptions 8. Prevent unnecessary damage to public and private property 9. Maintain open communication between all staff levels to ensure adequate funding to provide quality and cost-effective management, operation, and maintenance of wastewater utilities

Element i. Goals

The mission statement and goals of the Utility Division express the role of the City in managing the sewer collection system. The mission statement and goals are purposefully left in broad terms. They are meant to remain constant over time and provide a baseline for future endeavors. These broad statements are subsequently broken down into short-term priorities on a more frequent basis with more specific and measurable goals. The process by which these short-term priorities are developed, tracked, and evolve is outlined in section ix of the SSMP - “Monitoring, Measurement and Program Modifications”.

Related Documents

- o Attachment i-1: City of Woodland Utility Division Mission Statement

Plan & Schedule

No further efforts are projected for this element at the present time.

Attachment i-1:

City of Woodland Utility Division Mission Statement



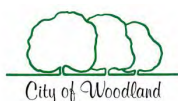
City of Woodland

MISSION

The City of Woodland Utility branch will provide safe, reliable, efficient Water, Sewer and Storm service at a minimum cost to the community of Woodland.

GOALS

- **Protect public health**
- **Minimize inconveniences by responsibly handling interruptions in service**
- **Prevent unnecessary damage to public and private property**
- **Use the funds available for the operation of Water, Sewer and Storm in the most efficient manner**
- **Provide safe drinking water**
- **Convey wastewater to treatment plant with minimum of inflow and infiltration**
- **Convey storm water to outlet channel at East Main Street with minimum amount of delay within the system capabilities**
- **Prevent excessive expenditures for claims and legal fees due to backups by providing immediate concern and efficient service to all emergency calls**
- **Perform all operations in a safe manner to avoid personal injury**



ii Organization

The SSMP must identify:

- (a) The name of the responsible or **authorized representative** as described in Section J of this Order.*
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an **organization chart** or similar document with a narrative explanation; and*
- (c) The **chain of communication** for reporting SSOs, from receipt of a complaint or other information, including the **person responsible** for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This section of the SSMP identifies the individual responsible for implementation of the SSMP and for signing and certifying all reports and documents required by the GWDRs. The organizational structure for the City employees that have responsibility for implementing the SSMP is clearly presented along with essential job functions and contact information for each employee. The chain of command for the identification, reporting, and mitigation of SSOs is established. This section fulfills the requirements of the GWDR SSMP mandatory element ii.

Element ii. Organization

ii-a. Authorized representative

Requirement	The SSMP must identify the name of the responsible or authorized representative as described in Section J of the GWDRs.
Discussion	The City Public Works Wastewater Systems Administrator is currently listed with the SWRCB as the Legally Responsible Official” (LRO) for GWDR compliance, and will submit all official reports and information required with respect to the SSMP. Coverage of the City under the GDWR was completed after certification of the SSMP was approved by Council on 6/16/09.
Related Documents	o None
Plan & Schedule	No further efforts are projected for this element at the present time.

Element ii. Organization

ii-b. Organizational chart

Requirement	Identify the names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.
--------------------	--

Discussion	The organization chart for the City employees responsible for implementation of SSMP tasks is shown in Attachment ii-1. The names and contact information for the employees filling these positions are found in Attachment ii-2. This list is updated with contact information as employees filling each position change. The contact list is stamped with its publication date for reference. General job functions and requirements used by the City for each position can be found in Attachment ii-3. SSMP specific tasks that are performed by each position are described below. Not every position shown on the organization chart is directly responsible for an SSMP specific task.
-------------------	---

Director of Public Works

Responsible for SSMP Tasks: i, ii-b,c, iii-a,b,c,d,e, iv-c, vii-c,e, viii-c, xi

Ensure that the goals of the DPW remain relevant with time and with respect to the safety and concerns of the customers (i). Ensure that the proper personnel are in place to adequately service all needs of the system and the public it serves (ii-b). Participate as needed in response to SSOs including communication with relevant City and State departments (ii-c). Ensure that the DPW has the necessary authority to adequately maintain and control its collection system (iii-a,b,c,d,e, vii-c,e). Work to secure the funds needed to properly maintain the collection system and service public demand while minimizing SSOs and protecting public safety (iv-c, viii-c). Oversee communications on the development, implementation, and performance of the SSMP with system customers and various stakeholders and ensure necessary communications with any satellite systems (xi). Communicate as needed with the City Manager and City Council to relay appropriate information regarding the development, certification, and implementation of the SSMP.

City Attorney

Responsible for SSMP Tasks: iii-e

Assist as needed to enforce the provisions of the City Code and prosecute violations as directed by information provided by Wastewater Systems Administrator.

Element ii. Organization

Finance Officer

Responsible for SSMP Tasks: iv-c, viii-c

Work with the Public Works Director, Wastewater Systems Administrator, and Civil Engineers to obtain and schedule funding for operation and maintenance activities, rehabilitation / replacement projects, and other programs developed in accordance with the SSMP (iv-c, viii-c).

Wastewater Systems Administrator

Responsible for SSMP Tasks: ii-a,c, iv-c, v-a,b, vi-a,b,c,d,e,f, viii-c,d, ix-b,c,d, x

Act as the individual responsible for proper implementation of the SSMP and as the executive authorized to submit official reports and information required by the GWDRs, including online SSO reporting (ii-a,c). Develop a list and schedule of CIP projects based on risk considerations, and have involvement in the procurement of project funding (iv-c, viii-c,d). Supervise the development, maintenance, and implementation of design, construction, and inspection standards for new, repaired, and rehabilitated infrastructure components (v-a,b). Maintain and implement a complete OERP and educate all involved personnel on communication, reporting, and mitigation procedures regarding SSOs, including collaboration with other necessary City departments such as the Fire and Police who may be involved in response procedures (vi-a,b,c,d,e,f). Monitor and assess the effectiveness of the preventative maintenance program by reviewing performance indicator reports (ix-c), and make changes as needed to meet the specific short and long term goals and requirements of the SSMP (ix-b,d). Perform annual SSMP audit reports assessing overall department performance and make changes to SSMP goals and specific benchmarks to reflect changes in system performance and maintenance needs (x).

Principal, Senior and Associate Civil Engineers

Responsible for SSMP Tasks: iv-c, viii-a,b,c,d v-a,b, ix-a

Develop a list and schedule of CIP projects based on risk considerations, and have involvement in the procurement of project funding (iv-c, viii-c,d). Oversee the use of collection system hydraulic models and assess the ability of the system to meet capacity demands. Utilize flow monitoring data and incorporate any changes to collection system infrastructure to maintain an up-to-date hydraulic model. Ensure that the system hydraulic models and maps remain consistent (viii-a,b). Assist in creation, production, and maintenance of City collection system construction standards and specifications (v-a,b). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Element ii. Organization

City Engineer

Responsible for SSMP Tasks: iv-c, v-a,b, viii-c,d

Coordinate and approve scheduling and funding for capital improvement projects. Oversee the execution of contracts for the construction of identified capital improvement projects (iv-c, viii-c,d). Review and approve changes and updates to construction and inspection standards and specifications (v-a,b).

Engineering Technician

Responsible for SSMP Tasks: iv-a, ix-a

Create, maintain, and update collection system mapping (hard paper copies or CAD files), plan sets, and record drawings. Transfer mapping information for repair, rehabilitation, and CIP projects to the GIS Network Specialist for inclusion in the GIS mapping system (iv-a). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

GIS Network Specialist

Responsible for SSMP Tasks: iv-a, vii-f, viii-a

Work with the Engineering Technician to obtain the mapping information necessary to manage an up-to-date GIS mapping system which displays all collection system assets and information outlined in section iv-a of the SSMP (iv-a). Work with the Environmental Compliance Specialist to obtain FOG program data that can be integrated into GIS mapping (vii-f). Work with the Civil Engineers to coordinate GIS data with the hydraulic model (viii-a).

Public Works Utility Supervisor, Sewer (The Supervisor)

Responsible for SSMP Tasks: ii-c, iv-b, vi-c, ix-a

Directly respond to customer complaints and SSO reports, and relay SSO information promptly and accurately through the SSO chain of communication as necessary (ii-c, vi-c). Prioritize, schedule, and execute routine preventative maintenance activities based on the analysis of condition assessment data and historical field observations using all available data. Maintain accurate historical records of maintenance and inspection work performed and document all work using the City's CMMS (iv-b). Present relevant data to the Wastewater Systems Administrator for review using the performance indicator tracking process (ix-a).

Element ii. Organization

Senior Utility Maintenance Worker

Responsible for SSMP Tasks: iv-b, iv-c

Conduct or contract out scheduled preventative maintenance activities (iv-b). Update near-term CCTV inspections and flushing schedule to maintain 7- year system-wide CCTV inspection and 5-year system wide flushing frequencies (iv-c). Complete scheduled condition assessments and upload data into the CA&CIP module (iv-c).

Utility Maintenance Worker III (O&M Workers)

Responsible for SSMP Tasks: ii-c, iv-b,d, vi-c, vii-f, ix-a

Ensure that preventative maintenance schedules reflect a quantitative risk-based approach by reviewing maintenance and field observation data with the Supervisor and Administrator. Maintain accurate records of all work performed and understand the procedures established by the SSMP for documenting work in the City CMMS (iv-b). Organize appropriate training for maintenance workers to ensure all necessary tasks are completed accurately and with a high level of quality (iv-d). Develop and maintain a list of system hot spots, including areas affected by FOG related discharges (vii-f). Understand procedures established by the SSMP OERP for responding to, mitigating, and reporting of SSOs (ii-c, vi-c). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Utility Maintenance Worker I, II

Responsible for SSMP Tasks: ii-c, iv-c, vi-c, vii-f, ix-a

Complete system asset condition assessments utilizing the NASSCO rating system (iv-c). Respond to regular service and emergency calls, including SSOs. Understand procedures established by the SSMP OERP for responding to, mitigating, and reporting SSOs (ii-c, vi-c). Have the ability to identify FOG related issues within the collection system infrastructure (vii-f). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Management Analyst, Admin Clerk

Responsible for SSMP Tasks: ix-a, xi

Maintain records of relevant information such as staff work hours, budgeting information, and scheduled and completed training. Present relevant data to the Wastewater Systems Administrator for review using the performance indicator tracking process (ix-a). Administrate and carry out public education efforts as directed by the Director of Public Works (xi).

Element ii. Organization

Information Services Technician

Responsible for SSMP Tasks: iv-b, ix-a,e

Assist the Supervisor as needed to accurately and efficiently document work using the City CMMS (iv-b). Produce performance indicator data reports and deliver to persons responsible for tracking performance indicators (ix-a). Maintain records of and illustrate trends in SSOs (ix-e).

Laboratory and Environmental Compliance Manager

Responsible for SSMP Tasks: vi-b,f

Respond as required to SSOs to conduct testing, monitoring, and water quality reporting as prescribed by the OERP (vi-b). Schedule and execute lab water quality monitoring and reporting programs to comply with all City NPDES permits regarding the discharge of wastewater. Maintain ongoing records of baseline surface water quality data as described in the City's OERP (vi-f).

Environmental Compliance Specialist

Responsible for SSMP Tasks: vii-a,b,f,g, ix-a

Oversee and conduct FOG education programs to reduce discharge to the sewer system by the general public (vii-a). Organize and ensure proper disposal of FOG wastes generated within the sanitary sewer system service area (vii-b). Coordinate with the Manager and GIS Network Specialist to implement FOG source control measures as needed for identified FOG problem areas (vii-f,g). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Environmental Compliance Inspector

Responsible for SSMP Tasks: vii-e, ix-a

Verify FOG discharge compliance throughout the system by conducting inspection and enforcement activities. Manage FOG program data including permits, cleaning records, and FOG removal device design submissions (vii-e). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Element ii. Organization

Water Pollution Control Operator I,III,IV

Responsible for SSMP Tasks: iv-b, ix-a

Conduct lift station operation and maintenance activities, and maintain accurate hard copy and / or electronic records (CMMS) of all completed activities (iv-b). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Fleet and Facilities Manager

Responsible for SSMP Tasks: iv-e, ix-a

Identify critical equipment and replacement parts, and ensure adequate maintenance of City O&M equipment and replacement part inventories (iv-e). Present relevant data to the Administrator for review using the performance indicator tracking process (ix-a).

Equipment Mechanics (Senior, Heavy)

Responsible for SSMP Tasks: iv-e

Conduct regular equipment maintenance, and maintain hard copy and electronic records of maintenance activities (iv-e).

Equipment Service Clerk

Responsible for SSMP Tasks: iv-e

Maintain an accurate inventory of parts and equipment as prescribed by the SSMP, and ensure that an adequate reserve exists to service all routine and emergency maintenance requirements, by ordering more parts as needed (iv-e).

Element ii. Organization

Related Documents

- o Attachment ii-1: City of Woodland SSMP Organizational Chart
- o Attachment ii-2: City of Woodland Employee Contact Information
- o Attachment ii-3: Standard City of Woodland Job Descriptions

Plan & Schedule

Task	Responsible Party	Scheduled Date
Update contact information and SSMP-specific task assignments constantly as needed.	Management Analyst / Admin Clerk	Annually

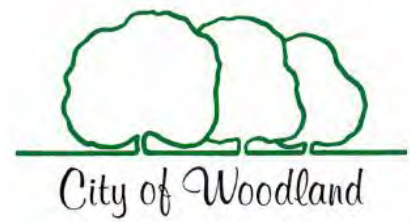
Element ii. Organization

ii-c. SSO reporting chain of communication

Requirement	Identify the chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).								
Discussion	The chain of communication for reporting SSOs is shown in Attachment ii-4. This chain of command is applicable to SSOs of any size and of public or private origin. Initial response to the report or observation of an SSO should always be immediate, whether the event occurs during or after normal City business hours. The actions taken by the DPW in mitigating the event may vary depending on the volume, location, or nature of the spill according to the established OERP. The timeline for reporting each event will also vary according to the provisions of MRP No. 2006-0003 which classifies spills into three categories. Category 1 spills will be reported in accordance with SWRCB Order No. WQ 2008-0002-EXEC, which requires 2-hour notification of the State Office of Emergency Services, local Health Officer, and Regional Water Quality Control Board. Attachment ii-2 should be distributed to all employees involved in response to SSOs. Changes to telephone numbers on this figure should be updated as changes occur.								
Related Documents	o Attachment ii-4: SSO Reporting Chain of Communication								
Plan & Schedule	<table><tr><th>Task</th><th>Responsible Party</th><th>Scheduled Date</th></tr><tr><td>Update phone numbers on chain of communication and re-distribute as necessary.</td><td>Management Analyst / Admin Clerk</td><td>Annually</td></tr></table>	Task	Responsible Party	Scheduled Date	Update phone numbers on chain of communication and re-distribute as necessary.	Management Analyst / Admin Clerk	Annually		
Task	Responsible Party	Scheduled Date							
Update phone numbers on chain of communication and re-distribute as necessary.	Management Analyst / Admin Clerk	Annually							

Attachment ii-1:

City of Woodland SSMP
Organizational Chart



City of Woodland SSMP Responsibilities Organizational Chart

City Council

City Manager

Administration

Department of Public Works

Legal

Engineering

IT-GIS

Finance Officer

Director of Public Works

City Attorney

City Engineer

GIS Analyst

Deputy Director of Public Works

Wastewater Systems Administrator

Utilities Engineering

Environmental Services

Fleet & Facilities

Administration

Principal Utilities Civil Engineer

Senior Associate Civil Engineer

Associate Civil Engineer

Engineering Technician

Utility Maintenance

Wastewater Operations

Env. Resources Analyst

Fleet & Facilities Manager

Senior Management Analyst

Sewer & Storm Drain

Water Pollution Control Facility

Lab & Environmental Compliance

Conservation Coordinator

Storekeeper

Facility Maintenance Worker III

Admin Clerk II, III

Utility Maintenance Supervisor

Chief Plant Operator

Lab & Environmental Compliance Manager

Code Compliance Officer I/II

Senior Equipment Mechanic

Heavy Equipment Mechanic

Light Equipment Mechanic

Equipment Services Clerk

Senior Utility Maintenance Worker

Water Pollution Control Operator III,IV

Environmental Compliance Specialist

Utility Maintenance Worker I,II,III

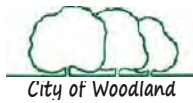
Treatment Plant Mechanic

Environmental Compliance Inspector

Lab Tech II

Attachment ii-2:

City of Woodland
Employee Contact List



CITY OF WOODLAND

EMPLOYEE CONTACT LIST

PUBLISHED 5/8/2015

Position	Individual	Phone Number
<i>City Management</i>		
City Manager	Paul Navazio	530-661-5802
Director of Public Works	Greg Meyer	530-661-5953 530-668-9645
City Attorney	Kara K. Ueda	916-551-2822
<i>Administration</i>		
Finance Officer	Kimberly McKinney	530-661-5849
Senior Management Analyst	Johanna Currie	530-661-5902
Administrative Secretary	Debbie Flemmer	530-661-5818
Admin Clerk III	Sue Parker	530-661-5998
Admin Clerk III	Elizabeth Torres	530-661-5891
<i>Utility Maintenance</i>		
Wastewater Systems Administrator	Tim Lloyd	530-661-5899
Deputy Dir. Of Public Works, O & M	Rob Sanders	530-661-5959
Utilities Maintenance Supervisor	Alex Truitt	530-661-5881
<i>Sewer & Storm Drain</i>		
Utility Maintenance Worker III	Mark Clifton	530-661-5881
Senior Utility Maintenance Worker	Andrew Cital	530-661-5894
Utility Maintenance Worker II	Eric Medrano	530-661-5881
Utility Maintenance Worker II	Rob Wheeler	530-661-5881
Utility Maintenance Worker II	KC Kindelt	530-661-5881
Utility Maintenance Worker I	Daniel Smith	530-661-5881
Utility Maintenance Worker I	Brian Graham	530-661-5881
Utility Maintenance Worker I	Francisco Ledesma	530-661-5881
Utility Maintenance Worker I	Victor Coronado	530-661-5881
Utility Maintenance Worker I	Aaron Armstrong	530-661-5881
<i>Fleet & Facilities</i>		
Fleet & Facilities Manager	Troy Thompson	530-661-5956
Sr. Equipment Mechanic	Pete Bair	530-661-5957
Heavy Equipment Mechanic	VACANT	530-661-5957
Heavy Equipment Mechanic	VACANT	530-661-5957
Lt. Equipment Mechanic	Victor Garcia	530-661-5957
Equipment Services Clerk	Philip Lovejoy	530-661-5889
Facility Maintenance Worker III	Richard Martino	530-661-7999

Position	Individual	Phone Number
Wastewater Operations		
Laboratory and Environmental Compliance Manager	Mark Severeid	530-661-2065
Chief Plant Operator	Shane Carlsen	530-661-2054
WPC Operator IV	Tony Gedatus	530-661-2055
WPC Operator IV	Josh Vieira	530-661-2051
WPC Operator III	Deanna Gonzales	530-661-2061
WPC Operator III	VACANT	530-661-2062
Treatment Plant Mechanic	Rudy Cardenas	530-661-2056
Env. Compliance Inspector I	Angela Weeks	530-661-2057
Lab Tech II	Jeromy Miller	530-661-2053
Lab Tech II	Rori Villarreal	530-661-2053
Environmental Services		
Environmental Resource Analyst	Roberta Childers	530-661-2060
Conservation Coordinator	VACANT	530-661-2067
Engineering		
City Engineer	Brent Meyer	530-661-5947
Utilities Engineering		
Principal Utilities Civil Engineer	Tim Busch	530-661-5963
Senior Associate Civil Engineer	Chris Fong	530-661-5972
Associate Civil Engineer	Ed Wisniewski	530-661-5975
Engineering Technician III	Sherry Kimura	530-661-5945
Information Technology - GIS		
GIS Analyst	Daniel Hewitt	530-661-5838

Attachment ii-3:

Standard City of Woodland
Job Descriptions



ADMINISTRATIVE CLERK I/II

DEFINITION

To perform a wide variety of general clerical and administrative duties for a City department; and assist the public.

DISTINGUISHING CHARACTERISTICS

Administrative Clerk I This is the entry level class in the Administrative Clerk series and is distinguished from the II level in that work is generally routine and repetitive, and does not perform the full range of duties assigned to the II level. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Administrative Clerks I are normally considered to be on a training status, and as assigned responsibility and breadth of knowledge increase with increased experience, may reasonably expect their positions to be reassigned to the next higher class of Administrative Clerk II.

Administrative Clerk II: This is the journey level class in the series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by higher level clerical positions. May receive functional or technical supervision from department staff. The Administrative Clerk II position may coordinate the work of persons within the Administrative Clerk personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Provides excellent customer service; answer telephone and direct callers; receive visitors at a public counter and identify a variety of needs; information on department policies and procedures as appropriate; schedule appointments.

Perform a wide variety of routine clerical work including filing, billing, checking and recording information on records, maintaining logs for assigned functions.

Type, proofread and process a variety of complex and/or sensitive documents including general correspondence, memos, and charts from rough draft, dictaphone recordings or verbal instruction.

Enter and retrieve data from on-line or stand-alone computer systems; operate computer systems to generate reports and perform other automated processes.

Work cooperatively with others.

Regular and consistent attendance.

Gather information from individuals or reference sources to complete and process various forms, records and applications; compile routine information and data for statistical and financial reports as assigned.

Receive, sort and distribute incoming and outgoing correspondence.

Issue, receive, type and process various applications, permits and other forms.

Accept payment of fees; maintain and process cash records, disburse petty cash funds, and perform related basic computations.

Maintain records and process forms, such as time records, purchase requisitions and orders, and other specific to the organizational unit.

Perform related duties as assigned.

QUALIFICATIONS

Administrative Clerk I:

Knowledge of:

Alphabetic and numeric filing, indexing, and cross-referencing methods.

English usage, spelling, grammar, and punctuation.

Modern office methods and equipment including filing systems and personal computers.

Skill to:

Communicate tactfully and effectively with the public.

Perform routine clerical work including maintenance of appropriate records and preparation of general reports.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Demonstrate familiarity with word processing, spreadsheets and databases.

Learn the organization, procedures and operating details of City department to which assigned.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Work with complex and sensitive files and record systems.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience performing general clerical work.

Administrative Clerk II

In addition to the requirements for Administrative Clerk I:

Knowledge of:

Principles and procedures of record keeping.

Skill to:

Perform more complex clerical work.

Compose routine correspondence from brief instructions.

Use initiative and sound independent judgment within established guidelines.

Work with minimum supervision.

Education and Experience

Experience:

One year of experience performing duties comparable to those of an Administrative Clerk I in the City of Woodland.

Council Action: November 7, 2000

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ADMINISTRATIVE CLERK III

DEFINITION

To perform a variety of complex and responsible clerical and administrative support for a City department.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the Administrative Clerk series and is distinguished from the II level by the more complex, responsible and sensitive duties performed in the clerical support function of the department. The duties of this class require greater expertise and the exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents, and may involve technical and functional supervision of lower level clerical positions.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level. Responsibilities may include the indirect supervision of part-time and/or lower level clerical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Ensure that work is handled on a priority basis and completed in a timely manner; and participate and assist in the administration of an independent office including routine purchasing and budgeting duties.

Perform general clerical duties including filing, checking and recording information on records, and processing a variety of requests for information; independently research, summarize and compose correspondence relative to routine departmental business; prepare summaries, memoranda, and reports as assigned.

Provides excellent customer services; answer telephone and in-person inquiries from staff and public; responds to inquiries of a complex and technical nature requiring personal discretion and some familiarity with the subject matter.

Regular and consistent attendance.

Schedule appointments; make logistical arrangements for committees and other meetings; notify all participants; coordinate the production and distribution of agenda packets.

May prepare routine administrative reports by researching, assembling and summarizing information and data.

Act as a receptionist; screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information based upon departmental policies and procedures.

Operate a variety of office equipment such as computers, copy machines, telephones, radio communications, and public address system.

Provide indirect supervision to lower level clerical positions as assigned; evaluate and make recommendations on improving office procedures.

Perform related duties as assigned.

Work cooperatively with others.

QUALIFICATIONS

Knowledge of:

Proper spelling, grammar, punctuation, and business correspondence format.

Modern office methods, procedures and equipment, including computer hardware and software where applicable.

Departmental operations and procedures.

Filing and recordkeeping systems.

Basic arithmetic.

Skill to:

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Demonstrate proficiency with word processing, spreadsheets and databases and department specific software.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental policies, procedures, and rules.

Communicate clearly and concisely, both orally and in writing.

Work independently with little supervision and exercise initiative and sound judgment; analyze situations appropriately and adopt effective courses of action.

Learn to operate radio communications equipment as assigned.

Compile and maintain complex and sensitive records, files, statistical and financial reports.

Effectively organize and review the work of other clerical staff.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of increasingly responsible clerical experience, preferably including one year experience comparable to that of Administrative Clerk II with the City of Woodland.

Council Action: November 7, 2000

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**ASSOCIATE ENGINEER
ASSOCIATE CIVIL ENGINEER**

DEFINITION

To perform responsible and difficult engineering work in the investigation, planning, programming, design, construction, inspection and operations and maintenance of public works and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the professional engineering series and is distinguished from lower level engineering classes by the performance of more complex engineering work as well as by participation in the long-range planning and administrative functions within the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a branch level supervisor or a designee.

Incumbents of this class may also be assigned supervisory responsibility for a major functional area within the Division entailing the direct or indirect supervision of other professional, technical or administrative positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Provide leadership and direction and perform professional and technical engineering activities related to program and project management of City-wide development

services, traffic engineering, capital improvement, design and construction, wastewater, and utilities requirements.

Perform professional and technical engineering tasks relative to assigned area of responsibility; review and check final maps, parcel maps, and design subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements; prepare complex estimates and technical reports for departmental use and/or presentation to the City Council and City commissions.

Supervise and participate in multi-department or multi-agency studies to provide engineering analysis and input; conduct detailed research and prepare extensive written reports.

Coordinate public construction projects from definition of scope through engineering or architectural design, contract specification/plan preparation, construction and warranty close-out; recommend and administer construction contracts with outside consultants as appropriate; review work and tasks performed, recommend progress payments and monitor billings.

Assign routine investigation, design, drafting and inspections tasks to technical subordinates.

Regular and consistent attendance.

Work cooperatively with others.

Promote and maintain safe work practices.

Confer and coordinate with contractors, private engineers, other public members, and other City departments on public works projects, City codes, ordinances, and policies.

Supervise and participate in the development, update and implementation of standard engineering plans and design criteria.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to municipal public works, including planning and development, design, inspection, and construction, and operation and maintenance.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works.

Contract preparation and administration.

Safety principles, practices and procedures.

Operation and basic programs of a personal computer.

Skill to:

Perform journey level engineering work with a minimum of supervision.

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Plan, coordinate, and prioritize a variety of engineering projects.

Communicate effectively, both orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Independently perform difficult and complex professional engineering work; design, inspect and manage the construction of a variety of public works projects.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Develop cooperative public relations with contractors, developers, private engineers, and the general public.

Perform field inspections of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

Prepare plans, specifications and write technical reports.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in engineering.

Experience:

Three years of increasingly responsible work experience in engineering or two years experience equivalent to an Assistant Engineer with the City of Woodland.

License or Certificate

Possession of a valid California Driver's license; a valid Engineer In Training (EIT) certificate is required in order to be employed by the City of Woodland as an Associate Engineer; a professional engineering registration is required in order to be employed by the City of Woodland as an Associate Civil Engineer.

Council Action: May 18, 2004



CHIEF PLANT OPERATOR

DEFINITION

Plan and direct technical work involving process control, plant operation, repair and maintenance of the Water Pollution Control Facility and other facilities and programs as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Pollution Control Facility Superintendent. Exercises direct supervision over certified plant operators and other maintenance staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule and operate the Wastewater Treatment Plant to ensure compliance with all applicable regulations. Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control criteria. Make daily decisions regarding need for adjustments and changes in plant operation to gain improvements in plant efficiency and economy. Schedule operation and maintenance work, ordering of materials, and maintain records. Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Oversee all plant operations and maintenance, to include telemetry communications with SCADA to the remote liftstations and storm water pump stations. Establish training of plant personnel in processes, operation of equipment, preventative maintenance, plant control, sampling and safety practices and recordkeeping. Prepare detailed operating budgets for the Water Pollution Control Facility. Compile and sign plant maintenance reports. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond

to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to environmental services programs. Work with consultants and contractors for plant expansions and operations. Oversee and manage maintenance contracts for plant operations. Plan and direct safety and training programs for the plant and the facility. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a Class V 10.4 MGD Tertiary Wastewater Treatment Facility. Supervisory and training principles and practices of first line management. Use, handling and disposal of hazardous chemicals associated with wastewater treatment. Principles and practices of leadership, motivation, team building and conflict resolution. General chemical, biological and physical laboratory testing methods and procedures. Operation, use and applications of computer systems and related software. Work safety and accident prevention programs as related to wastewater treatment facilities. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for compliance with local, state and federal regulations. State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Safety programs related to wastewater treatment facilities.

Skill to:

Develop, interpret and implement Department policies. Manage, direct, coordinate, and evaluate the work of assigned personnel. Read and interpret blueprints and plans; interpret and apply laws and regulations. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Supervise and operate a 10.4 mgd Class V Wastewater Tertiary Treatment Facility. Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, high-pressure situations. Interact effectively with the public and employees. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel.

Minimum Education and Experience:

Education:

Associate degree in a technical field related to wastewater plant operations, such as engineering, mechanical science, chemistry or biology.

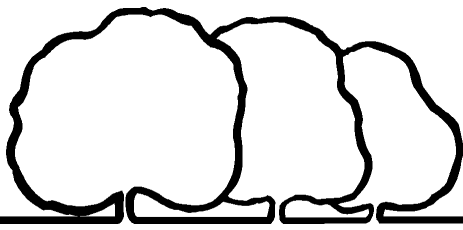
Experience:

Four years of experience in work involving the maintenance and operation of a water pollution control facility, including laboratory, with at least two years of supervision in related facilities or programs.

License and Certificate:

Required upon hire possession of a valid California Driver's License. Possession of a current Grade V Wastewater Treatment Plant Operators Certificate by the State of California Water Resources Control.

Council Action: June 17, 2008



City of Woodland

CITY ENGINEER

DEFINITION

To plan, organize and direct the activities of the Engineering Division and to serve as the City Engineer.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Department Director. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Provide effective direction, control, and management over key engineering functions including: infrastructure and utilities engineering, transportation engineering, construction management, and development review. Manage, supervise and assist subordinate staff in the planning, design, construction and maintenance of street, sidewalks, water and sewage systems, drainage structures, transportation facilities and other public works. Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects. Sign plans for public works improvements. Stamp plans for work designed in-house. Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties. Ensure the effective coordination of work and project development between engineering/design components and the operations/maintenance components. Also ensure effective coordination with the other Departments such as Community Development Department and Public Works Department. Determine priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need. **Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.** Work cooperatively with others.

Prepare and compile the city's master plans, major projects financing plan, and capital improvement program for review by the Department Director. Develop and maintain City of Woodland Standard Specifications for use on City infrastructure

City Engineer
rev: 3/2000
revd 9/5/2000
approved

projects. Prepare and administer the division budget. Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Oversee and insure proper review of all private development proposals including subdivision and parcel maps and improvement plans. Prepare and direct the preparation of various reports to staff/City Council and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness. Maintain regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding the City's activities and services. Supervise, train and evaluate assigned staff. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works. Principles and practices of management and supervision. Principles and practices of leadership, motivation, team building and conflict resolution. Principles of budget preparations and expenditure control. Contract preparations and administration. Safety principles, practices and procedures. Operation and programs of a personal computer.

Skill to:

Plan, coordinate and prioritize a variety of engineering projects. Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to public works constructions and development projects. Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations, and guidelines. Prepare and present clear, concise, and competent reports, both orally and in writing. Efficiently operate a personal computer. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirement necessary to safely and effectively perform the assigned duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

City Engineer
rev: 3/2000
revd 9/5/2000
approved

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering. Postgraduate work preferred.

Experience:

Five years of increasingly responsible and varied civil engineering experience including at least two years of significant supervisory responsibilities.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 20 pounds of force seldom, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:

City Engineer
rev: 3/2000
revd 9/5/2000
approved



CITY MANAGER

DEFINITION

To plan, organize and direct the overall administrative activities and operations of the City; and to advise and assist the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct and indirect supervision over assigned staff as well as overall responsibility for all City personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize and direct the work of all City departments; advising department directors to ensure all units function with maximum effectiveness.

Enforce and administer the provisions, laws, ordinances, legislative, regulatory and judicial mandates, regulations, and professional standards of the City.

Assure that the City has adequate resources to fulfill its mission through proper budgeting and planning, personnel selection, and training and development.

Oversee the development and growth of the community, including economic development.

Direct the preparation of City Council agendas.

Direct the preparation and administration of a comprehensive annual budget providing for the balancing of revenues and expenditures; keep City Council advised on financial conditions, program progress and present/future needs of the City.



Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Assure that positive public relations and effective working relationships are maintained with the general public, other governmental agencies, the City Council, City departments, and the media.

Conduct continuous research in administrative practices and recommend to the City Council those practices which will produce greater efficiency and economy in City government.

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Represent the City in the community and at professional meetings as requested; coordinate City activities with other governmental agencies and other outside organizations.

Promote and maintain safety in the work place.

Direct the City's intergovernmental relations activities including the application for and administration of grant-in-aid programs, and the tracking of pending legislation.

Perform all duties as may be prescribed by City Council action.

QUALIFICATIONS:

Knowledge of:

Comprehensive knowledge of municipal public administration, including public finance and personnel administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Current social, political, and economic trends and operating problems of municipal government.

Applicable Federal and State laws, rules, codes and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.



Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, in both oral and written form.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement City services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Serve effectively as the administrative agent of the City Council.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

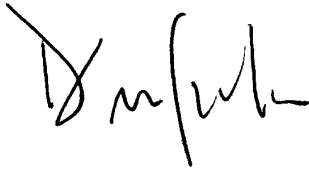


Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or related field. A Master's Degree in public administration or related field is preferred.

Experience:

Five years of progressively responsible experience in municipal government; at least two years of responsible administrative/executive experience involving responsibility for planning, organizing and directing a varied work program.

A handwritten signature in black ink, appearing to be 'D. M. White'.

Human Resources

Council Action: April 7, 1998





CODE COMPLIANCE OFFICER I/II

DEFINITION

To perform office and field work involving the inspection, investigation, and compliance of City codes, ordinances and abatement regulations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Chief Building Official.

Code Compliance Officer I : This is an entry level class in the code compliance series. Positions in this class normally perform a variety of semi-skilled code compliance activities. Functional or technical coordination may also be received from Code Compliance Officer II.

Code Compliance Officer II : This is the journey level in the code compliance series. Positions assigned to this class are expected to perform semi-skilled and skilled code compliance activities. All positions assigned to this class require the ability to work independently, exercising judgment and initiative. Code Compliance Officer II may also be expected to assist in the oversight and training of less experienced personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Receives and responds to complaints regarding substandard dwellings or structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles, overgrown vegetation, and other zoning and municipal code violations.

Investigate possible violations; photograph evidence; contact responsible persons and compose letters; issues notices of violation, infraction, and/or misdemeanor citations for non-compliance; perform follow-up investigations to ensure that remedial action has been taken; develop and maintain accurate case files.

Reads, interprets and applies state laws, municipal codes and ordinances, and other pertinent regulations.

Drive vehicles as required.

Work cooperatively with others.

Prepares necessary violation and other notices which outline proper repair and correction methods, time limits, permits and all necessary remedial work required.

Contacts property owners; schedules and conducts on-site inspections; interprets codes and regulations and explains inspection procedures and regulations to involved parties.

Prepare code violation cases for public hearings and court proceedings; appear at public hearing as necessary for case prosecution.

Performs abatement of hazardous items on vacant lots and other premises.

Builds and maintains positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.

May issue and process building permits.

Explain and interpret requirements and restrictions.

Maintain records and prepare reports of inspections and related code enforcement files.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances and codes; principles and methods of enforcing varied municipal codes.

Basic terminology used in zoning, including legal descriptions.

Regulations and requirements for court evidence documentation.

Appropriate building, safety, hazardous materials and fire prevention techniques and requirements.

Safe work methods and safety regulations pertaining to the work, including driving habits.

Principles of building, planning and zoning permit processes and plan examining.

Correct English usage, spelling, punctuation, and grammar.

The operation and use of personal computers and various computer applications within the office environment.

Skill to:

Investigate zoning, code and other complaints in a timely and tactful manner.

Interpret and explain a variety of codes, ordinances, legal descriptions, and other regulations to the public.

Deal courteously, but firmly, and communicate effectively with a variety of individuals contacted in the course of work including resolving conflicts and problems.

Prepare accurate and detailed documentation of inspection findings and other written materials.

Organize work, set priorities and exercise sound, independent judgment within established guidelines.

Understand, learn, and utilize computer hardware/software in daily activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Code Compliance Officer I: Equivalent to completion of the twelfth grade.

Code Compliance Officer II: Equivalent to completion of the twelfth grade with advanced coursework or specialized training in planning, building inspection, technology or a related field desirable.

Experience:

Code Compliance Officer I: One year of experience performing duties involving code enforcement, including office and field investigation of a variety of code, ordinance and regulation violations.

Code Compliance Officer II: Two years of experience performing duties involving code enforcement, including office and field investigation of a variety of code, ordinance and regulation violations.

License or Certificate:

Code Compliance Officer I: Possession of, or ability to obtain, an Arrest Course 832 Penal Code certificate within one year of hire.

Code Compliance Officer II: Must possess Arrest Course 832 Penal Code certificate.

and

Possession of a valid California Driver's License.

Council Action: June 19, 2001



CONSERVATION COORDINATOR

DEFINITION

To prepare and implement a wide variety of environmental programs in areas of integrated waste management, water conservation and other resources.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Environmental Resource Analyst. Responsibilities may include direct or indirect supervision of volunteer, temporary or part-time staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Coordinates and updates the City's waste reduction and integrated waste management program; develop program materials for presentations to schools, community and neighborhood groups. Track and analyze waste management-related legislation; make recommendations for City involvement in pending legislation and compliance and implementation of existing legislation. Develop program and time schedules for implementation of water conservation and/or integrated waste management programs; accumulate data and prepare reports, including informational flyers, press releases, articles and prepare Council Communications and other correspondence. Provide general information to the public, other City departments, and other government agencies pertaining to waste reduction, integrated waste management, and other environmental programs including storm water protection and habitat conservation. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Keep abreast of current developments, trends, legislative action and practices in the field of integrated waste management storm water, water conservation and other environmental programs. Identify, prepare and manage grants from a variety of funding sources. Assist with contract management, develop program protocols, create tracking systems. Prepare and track internal division annual budget. Plan, coordinate and update internal city recycling programs. Represent the City at board, commission and professional group meetings as necessary. Perform related duties as assigned. Work cooperatively with others.

QUALIFICATIONS

Knowledge of:

Principles and practices of designing effective resource conservation and integrated waste management programs. Public relations ideas and techniques. Operation and programs of a personal computer. Water conservation principles and integrated waste management principles. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information.

Skill to:

Provide information to the general public regarding waste reduction and integrated waste management. Work with a minimum of supervision and exercise initiative and sound judgment. Communicate effectively, both orally and in writing. Work cooperatively with other departments, outside agencies and the public. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Learn applicable laws and regulations. Develop cooperative public relations with other departments, businesses, and the general public. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

Completion of two years of college with major coursework in business, physical science, public administration, environmental studies, or a closely related field.

Experience:

One year of experience developing, promoting, or coordinating environmental, conservation or public outreach programs.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: June 20, 2006



DEPUTY DIRECTOR OF PUBLIC WORKS, OPERATIONS & MAINTENANCE

DEFINITION

To plan, direct, and supervise field maintenance division activities including infrastructure operations and maintenance, equipment and facility maintenance, and environmental operations.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. Responsibilities include direct and indirect supervision of staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize and direct activities of the Public Works Operations and Maintenance Divisions providing the public works maintenance and operations functions pertaining to streets, trees, electrical services, park maintenance, storm drains, water production, water distribution, sewer collection, building and fleet maintenance, solid waste and wastewater treatment as assigned. Plan, organize, coordinate, supervise, and evaluate programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating groups within the Public Works Department. Prepare and administer the annual Operations and Maintenance Budget for assigned program areas. Research and analyze complex problems, evaluate varied information and data, and exercise sound independent judgment within established guidelines. Coordinate maintenance service programs with other City departments and with outside agencies. Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff. Work cooperatively with others. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS

Interpret City policies and procedures, update Department policies and procedures, draft City policies and procedures as appropriate, and take responsibility for the morale and productivity of assigned Department staff. Make presentations before the City Council, the public, and/or Boards and Commissions as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration. Current principles, practices, and techniques of municipal public works maintenance and operations, including streets, fleet maintenance, building maintenance, underground utilities, and wastewater treatment. Applicable local, State, and Federal laws and regulations related to waste reduction, wastewater collection systems and water distribution systems. Public administration principles and practices related to the activities and functions of municipal government. Principles and practices of leadership, motivation, team building and conflict resolution. Safety principles, practices, and procedures. Operation and programs of a personal computer.

Skill to:

Plan, organize and administer comprehensive public works office and field activities with in-house and contract personnel. Develop, interpret and implement Department policies. Analyze complex problems, evaluate alternatives, and implement creative but sound alternatives. Manage, direct, coordinate, and evaluate the work of assigned personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Communicate clearly and concisely, orally and in writing. Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

Ability to:

Develop cooperative public relations with other City departments, developers, businesses, and the general public. Serve in a standby status after regular working hours and respond to emergency call-outs

Minimum Education and Experience:

Education:

A Baccalaureate Degree from an accredited college or university.

An Associate's degree may be substituted for the Bachelor's degree by substituting additional qualifying experience with the City of Woodland, on a year to year basis One year (2,000 hours) of work experience equals 30 semester quarter units.

Experience:

Six (6) years of verifiable managerial experience including four (4) years of verifiable mid-management supervisory experience in Public Works activities related to street maintenance, electrical maintenance, signs and markings, urban forestry, parks and sport parks maintenance, cemetery maintenance, pool maintenance, and/or utility infrastructure maintenance.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: December 2013



PUBLIC WORKS DIRECTOR

DEFINITION

To plan, organize, direct, supervise, and review the activities of the divisions of a municipal public works department; and ensure the proper performance of those duties.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Responsible for direct and indirect supervision over assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Direct, coordinate, and participate in the development and implementation of departmental goals, objectives, policies, procedures, and priorities, and provide staff leadership on policy planning for public works activities. Plan, organize and direct the operations and activities of the City's Public Works Department. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards. Prepare and direct the preparation of various reports to the City Council and state and federal agencies; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Establish work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Administer and oversee assigned contractual

agreements between the City and other agencies, private organizations and individual members of the public. Represent the City before the City Council, community, outside agencies and at professional meetings as appropriate. Recommend adoption and assist in the preparation of ordinances; prepare and recommend fees. Serve as Acting City Manager as assigned. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of municipal public works planning, design, construction, maintenance, and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Civil engineering principles and practices as applied to the field of municipal public works, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.

Strategic goals, program outcomes, and performance measures that can be applied to the evaluation of Public Works activities.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works.

Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports in accordance with laws, regulations, and policies.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate clearly and concisely, orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement services which will meet the changing public works needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Deal effectively with other department directors, elected officials, outside agencies, contractors, citizens, and the press.

Act calmly and quickly in emergency situations and make effective decisions in such cases.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Apply strategic goals, program outcomes and performance measures in to Public Works operations in order to facilitate innovation and continuous improvement.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major work in civil engineering, environmental studies, public administration or a closely related field is required. A Master's Degree in engineering, public administration, or management is preferred.

Experience:

Five years of increasingly responsible professional civil engineering experience is desirable; with at least three years of responsible administrative/management experience in the public sector.

License or Certificate

Required upon hire, possession of a valid California driver's license.

Council Action: January 8, 2008



ENGINEERING TECHNICIAN I/II

DEFINITION

To perform paraprofessional and technical field and office engineering work in the design, construction and maintenance of public works facilities in one or more of the functional areas of the engineering division.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I This is the entry level class in the Engineering Technician series. Positions in this class normally perform responsible but less difficult types of paraprofessional engineering office and field work. Typically, the principles and techniques of civil engineering have been acquired primarily through past experience rather than formal training.

Engineering Technician II: This is the journey level class in the Engineering Technician series. Positions in this class are expected to perform responsible and highly technical engineering office and field work. All positions assigned to this class require the ability to work independently, exercising judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Senior Civil Engineer or his/her designee. The Technician II may provide functional and technical supervision to lower level paraprofessional engineering personnel.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Perform office engineering work such as making and reviewing maps/drawings/estimates, tabulating field data, designing elementary engineering structures, and preparing specifications, contracts, and other documents, Assist in the preparation of preliminary studies of engineering projects and assist in the preparation of plans for public improvements; prepare written reports on engineering-related projects.

To inspect work quality and materials used in a variety of public works construction projects to ensure compliance with approved plans and specifications; provide guidance for contractor activities by applying a practical knowledge of engineering requirements and construction practices.

Prepare, review, and maintain various reports, documents, and files, such as, but not limited to inspection logs, change order requests, quantities and material estimates, progress reports, real property documents, submittals, as-built drawings, final payment and makes recommendations for approval or disapproval when appropriate.

Perform various traffic studies and investigate issues related to traffic and traffic control.

Provide general information to the public, other City departments, development community and other government agencies.

Regular and consistent attendance.

Prepare forms and permits as needed; perform survey work; prepare legal descriptions and plot maps for right-of-way acquisition.

Shares in the responsibility for a sound safety program. Is required to comply with all applicable safety directives. Promptly reports unsafe conditions to the immediate supervisor.

Attends pre-construction conferences. Prepares estimates of quantities and materials on site for weekly progress reports. Prepares data for as-built (record drawings), recording changes, dimensions, elevations, and other pertinent data.

Investigates complaints of using agencies and obtains compliance by contractor during guarantee/warranty period on construction projects.

Work cooperatively with others.

Perform related duties as assigned.

QUALIFICATIONS

Engineering Technician I

Knowledge of:

Basic mathematics including algebra, geometry, and trigonometry.

Basic principles and practices of engineering office and field work, including drafting and surveying procedures and equipment.

Basic operation of computers, including word processing, databases and spreadsheets.

Operation and programs of a personal computer.

Safety principles, practices and procedures.

Skill to:

Provide information to the general public regarding engineering department services.

Understand and interpret engineering plans and specifications; perform accurate engineering computations.

Communicate clearly and concisely, orally and in writing.

Assist in the preparation of plans, specifications, cost estimates and engineering reports.

Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

Ability to:

Develop cooperative public relations with other City departments, developers, businesses, and the general public.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade supplemented by courses in drafting, algebra, geometry and trigonometry.

Experience:

Three years of increasingly responsible paraprofessional engineering experience including at least two years at a level comparable to that of Engineering Aide II in the City of Woodland.

License or Certificate

Possession of a valid California driver's license.

QUALIFICATIONS

Engineering Technician II

In addition to the qualifications for Engineering Technician I:

Knowledge of:

Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to Public Works.

Basic engineering methods and techniques used in the construction, maintenance and repair of public works projects.

Principles, practices, methods, materials, equipment used in construction safety.

Basic soil mechanics.

Techniques used in contract administration and inspection.

Skill to:

Perform a variety of mathematical/engineering computations.

Perform technical engineering work of a complex nature with a minimum of supervision in a variety of areas.

Prepare cost estimates and engineering reports.

Ability to:

Correctly apply laws, regulations, codes, and departmental policies governing the construction of assigned projects.

Learn and accurately interpret laws, regulations, map sites, building plans, and engineering policies.

Education:

Additional course work related to civil engineering is desirable.

Experience:

Two years of increasingly complex paraprofessional engineering experience at a level comparable to that of an Engineering Technician I in the City of Woodland.

Council Action: Approved 9/21/99

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ENVIRONMENTAL COMPLIANCE INSPECTOR I/II

DEFINITION

To perform semi-skilled and skilled work involving the City's Pollution Prevention Program, Industrial Pretreatment Program, Stormwater Program, and related programs.

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Inspector I:

Immediate supervision is provided by the Laboratory Supervisor or designee. Incumbents may receive technical and functional supervision from the Environmental Compliance Specialist.

Environmental Compliance Inspector II:

Immediate supervision is provided by the Laboratory Supervisor or designee. Incumbents may receive technical and functional supervision from the Environmental Compliance Specialist.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Assist in developing and implementing the Pollution Prevention Program. Assist in the day to day enforcement of the Industrial Pretreatment Program, Pollution Prevention Program and the Stormwater Program. Inspect Pollution Prevention Program facilities to ensure compliance with City Pretreatment regulations. Assist with inspection of Industrial Pretreatment Program facilities to ensure compliance with Pretreatment regulations. Inspect construction sites to ensure compliance with NPDES Phase II requirements. Issue discharge permits for new and existing businesses regulated under the Pollution Prevention Program. Regular and consistent attendance. Work weekends and holidays as assigned.

OTHER JOB FUNCTIONS

Collect samples and perform routine laboratory tests and analyses. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Keep detailed records of Pollution Prevention Program activities. Assist with public education and outreach activities to permitted businesses and residential customers. Perform related duties as assigned.

QUALIFICATIONS

Environmental Compliance Inspector I:

Knowledge of:

Basic chemical and bacteriological wastewater characteristics. Basic mechanical and electrical systems. Uses and purposes of general construction tools and equipment. Safe work practices.

Ability to:

Learn Rules and regulations related to the Pollution Prevention and Stormwater programs. Learn the principles and practices necessary to perform inspections of Pollution Prevention Program facilities. Learn basic principles and practices as they relate to wastewater treatment and related programs. Learn routine repairs and adjustments to motors, pumps and other sample collection equipment. Establish effective working relationships with the public, City staff and outside agencies. Understand and carry out both oral and written instructions. Learn to read meters and gauges correctly. Learn to collect samples and perform routine laboratory tests. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. Specialized training or coursework in the water pollution control field is highly desirable.

Experience:

One year of experience in working with mechanical equipment and basic water or wastewater chemical and bacteriological processes is desirable.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license. A Grade I Environmental Inspection Certificate issued by California Water Environment Association is required within 12 months.

Environmental Compliance Inspector II:

In addition to the qualifications for Environmental compliance Inspector I:

Knowledge of:

Wastewater sampling and reporting requirements. Functions and purposes of water pollution control systems. Principles as they relate to industrial wastewater treatment. Basic knowledge of State and Federal water pollution control laws and regulations governing the treatment and disposal of industrial wastewater and related programs.

Hazardous chemicals associated with the treatment of wastewater. Occupation hazards and necessary safety precautions.

Ability to:

Use tools necessary to make general repairs to motors, pumps and other equipment. Read and interpret meters and gauges. Collect Samples and perform laboratory tests. Perform facility operations without direct supervision. Prepare written reports. Serve in a stand-by status after regular working hours and respond to emergency call-outs.

Minimum Education and Experience:

Education:

High School Diploma or equivalent, supplemented by specialized training or coursework in the water pollution control field.

Experience:

One year of experience in the operation of a Pretreatment program. One year of experience in the operation and maintenance of wastewater treatment plant and/or related facilities or programs is desirable.

Licenses and Certificates:

Grade I Environmental Inspection Certificate issued by the California Water Environment Association required upon hire. Must obtain a Grade II Environmental Inspection Certificate issued by the California Water Environment Association within 12 months of appointment.

Council Action: June 7, 2011



ENVIRONMENTAL COMPLIANCE SPECIALIST

DEFINITION

To perform a variety of tasks necessary to ensure that the City's Industrial Pretreatment and Stormwater NPDES construction inspection programs are in compliance with all Federal, State and Local requirements and to ensure protection of the City's Water Pollution Control Facility, including the wastewater collection system and stormwater collection system.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Laboratory Supervisor, or designee. This position is the senior level in the series and may provide functional supervision and training to subordinate personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting:

ESSENTIAL JOB FUNCTIONS

Assists in the development and implementation of goals and objectives of both the Industrial Pretreatment Program and the Pollution Prevention Program. Inspects and coordinates enforcement actions for construction sites and illegal discharges for Stormwater NPDES Phase II compliance. Maintains and monitors Industrial User records. Inspects industrial facilities to ensure compliance with all EPA, RWQCB and City pretreatment regulations and prepares reports of inspections. Prepares quarterly and annual Industrial Pretreatment reports. Interprets and enforces pretreatment wastewater and stormwater collection systems regulations. Issues discharge permits for new and existing industries. Regular and consistent attendance. Work weekends and holidays as assigned.

OTHER JOB FUNCTIONS

Assists in budget preparation. Assists with the development of program standards, standard operating procedures, and reporting systems. Collects wastewater samples from industrial plants, wastewater collection system, and waterways for laboratory analysis. Performs routine laboratory test and analyses. Cleans, maintains, installs, and operates portable automatic samplers, flow monitoring, and related equipment. Provides plan check review as necessary to implement program objectives. Works weekend and holidays as assigned and responds to emergency call outs. Serve in a

standby status after regular working hours. Develops and implements public education and outreach materials, activities, and programs for the City's Industrial Pretreatment and Pollution Prevention efforts. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Wastewater treatment processes and of the tests used in checking the effectiveness of such processes. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing water and wastewater. Hydraulics, measuring devices, pumps, and other wastewater related equipment. Repair and calibration of equipment. Basic principles and practices as they relate to wastewater treatment and related programs. Knowledge of State and Federal water pollution control laws and regulations governing the treatment and disposal of industrial wastewater and related programs. Hazardous chemicals associated with treatment of wastewater. Occupational hazards and necessary safety precautions. Procedures for troubleshooting equipment. Principles and practices as they relate to industrial wastewater treatment. State and Federal Stormwater NPEDES Phase II regulations, best management practices, public education and outreach programs.

Ability to:

Communicate clearly, both orally and in writing. Apply and enforce EPA, RWQCB and City regulations. Interpret pretreatment facility plans, inspect pretreatment facilities and sample waste discharges. Read and interpret laws and ordinances, prepare reports, and maintain records. Establish effective working relationships with the public, City staff and outside agencies. Read and interpret basic blue prints and plans. Understand and carry out oral and written directions.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. College level coursework in chemistry, biological sciences and wastewater technology is highly desired.

Experience:

Three years experience implementing Industrial Pretreatment and Pollution Prevention Programs (one year of related experience may be substituted for up to one year of this requirement). Two years experience with Stormwater Phase II compliance desirable.

License and Certificate:

Required prior to hire, possession of a valid California Drivers License and a Grade I Environmental Inspection Certificate issued by California Water Environment Association. A Grade II Environmental Inspection Certificate issued by California Water Environment Association is required prior to permanent appointment.

Council Action: June 7, 2011



ENVIRONMENTAL RESOURCE ANALYST

DEFINITION

Develop, implement, and promote environmental programs to include Water Conservation, Solid Waste Reduction, and Phase II Storm Water Compliance and provide a wide variety of technical and administrative assistance related to environmental compliance on Public Works projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works or designee. Responsibilities include direct supervision of the Conservation Coordinators and may include direct or indirect supervision of volunteer, part-time or technical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, and are not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Oversee the solid waste franchise program, ensuring compliance with Local, State and Federal requirements. Oversee the Water Conservation Program and related issues. Implement NPDES Phase II requirements, including planning, organizing, and administering the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state, and local laws and the City municipal NPDES permit. Provide environmental resource management support to the Public Works Department on city land stewardship issues. Supervise the development and implementation of City resource conservation and related outreach and education programs, to include supervision of the development and distribution of appropriate curriculum materials for presentation to schools, community groups and neighborhood groups. Respond to citizen concerns and requests for information and assistance. Identify, track, analyze and monitor State and regional environmental activities with the potential to affect existing and future City resources, including utilities, solid waste and energy issues. Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste and energy issues. Track and analyze related legislation and make recommendations for City involvement in pending legislation and compliance with existing legislation. Accumulate data, conduct research, analyze and summarize statistical data and prepare reports including Council Communications,

information flyers, newsletters, and press releases. Prepare detailed draft budgets, assist in preparation of final budgets, and administer adopted budgets. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Make presentations regarding water resource and environmental issues for both large and small group settings. Develop and analyze long-range financial needs. Administer vendor contracts and agreements. Make recommendations, track and monitor the budgets applicable to the programs supported by environmental resource specialist (water supply and conservation/solid waste/energy). Represent the City at State, Regional, Community, and professional meetings as needed. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of resource management, including implementing outreach and education programs to adhere with the intention and direction of policy makers. Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs. Customer relations concepts and techniques including measuring and predicting behavioral changes. Recent developments, current literature and sources of information regarding natural resource management. Conducting environmental audits and protocols for natural resource assessments. Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software. Methods and requirements for grant proposals and grant administration. Principles, techniques and requirements for writing and administering Service contracts.

Skill to:

Plan, coordinate, and prioritize work in assigned areas of responsibility. Work with a minimum of supervision and exercise initiative and sound judgment. Prepare technical analysis and reports. Work cooperatively with other departments, outside agencies and the public. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Do field reconnaissance and inspections of areas affecting City natural resources.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

Two years of increasingly responsible work experience in environmental studies, water resources, or a closely related field with experience in outreach and education programs. Prefer some experience in a supervisory capacity.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

COUNCIL ACTION: June 17, 2008



EQUIPMENT SERVICES CLERK

DEFINITION

To maintain inventory control and stock for automotive, truck and mechanical equipment and parts used in the repair and maintenance of City vehicles and equipment. Provide administrative computer support for preventive maintenance and equipment inventory.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Senior Equipment Mechanic. This position is entry level and exercises no supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Order, receive, unpack, store, issue and account for requisitioned parts, supplies, equipment and materials; maintain parts inventory levels, including purchase of special order supplies. Inspect shipments of equipment and supplies received for conformity to purchase order specifications. Inventory stock of parts, hand tools and equipment, ensuring that automated records agree with actual count. Inspect faulty parts returned by mechanics against part warranty limits. Note shortages, damages, or other discrepancies. Coordinate annual physical inventory. Operate City vehicles to pick up and deliver special orders and vehicles needing servicing; and to drive as needed in the course of work. Maintain cleanliness and organization of parts storage area. Maintain and perform all computer-assisted preventive maintenance (PM) program efforts. Input and retrieve data for PM program; generate equipment replacement recommendations; and manage inventory records system. Maintain logs of hours worked on City vehicles and equipment, parts and equipment repair orders, and fuel records. Determine price and availability of parts and supplies from vendors and prepare purchase orders; maintain purchase order files. Provide information related to vendor inquiries. Assist in budget preparation and monitor expenditures; maintain fixed assets inventory records; prepare budget reports. Prepare and negotiate damage reports and adjustments on purchase. Maintain back order file. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Perform a wide variety of routine clerical work including filing, typing, proofreading, check and record information, maintain logs, answer telephone and direct callers, and

schedule appointments. Receive, sort, and distribute incoming and outgoing correspondence. Prepare various automated reports on equipment services operations and activities.

QUALIFICATIONS

Knowledge of:

Inventory control and maintenance procedures. Basic design and function of automotive parts. Modern office methods, procedures, practices. Budget preparation and monitoring. Computer hardware and software programs. Records management systems. Hazardous materials storage and handling with commercial handling procedures experience desirable. Basic mathematical principles. English usage, spelling, grammar, and punctuation. Safe work practices.

Skill to:

Follow oral and written directions. Operate personal computer, office machines and equipment. Maintain accurate and current records of inventory transactions. Determine maximums and minimums for ordering. Fill orders accurately from repair orders. Perform routine clerical work. Communicate effectively, both orally and in writing. Enter data into a computer. Assist in the preparation of technical reports. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Read, interpret, understand, and apply automotive specifications and parts catalogs. Learn to operate a forklift and truck.

Minimum Education and Experience:

Education:

High school diploma or equivalent.

Experience:

One year of clerical work experience, including automated recordkeeping. Prefer automotive, truck, or heavy equipment inventory or warehousing experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: June 20, 2006



FACILITY MAINTENANCE WORKER III

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the maintenance of City-owned buildings, equipment and facilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by assigned higher level personnel. Responsibilities include direct supervision over temporary personnel and functional supervision over Facility Maintenance Worker I/II.

This is the advanced journey level of the Facility Maintenance Worker series. It is distinguished from the Facility Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled duties assigned, including highly skilled equipment under minimal supervision. In addition, incumbents may assume general oversight over a small crew of Facility Maintenance Workers I and II as assigned.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Maintain and repair City facilities, equipment, and building by performing a variety of semi-skilled and skilled carpentry, electrical, painting, plumbing, heating, air conditioning and mechanical repair work. Inspect building facilities to identify building maintenance and custodial needs; research and recommend effective solutions to maintenance and repair needs of the City. Inspect, determine, and perform preventive maintenance and minor repairs on assigned facilities and equipment. Assign routine and special tasks to subordinates; coordinates the work of contractors and other assigned staff with other City employees and contractors. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Operate a variety of equipment including power saws, power sanders, drills, paint sprayers, plumbing snakes and rodders, routers and grinders. Operate, maintain and

repair a variety of mechanical equipment such as generators, engines and sump pumps. Determine quantity and types of supplies, materials, tools and equipment needed for maintenance programs and projects; arrange for purchase and procurement of same; assure that maintenance equipment and tools are kept in good working order. Read and interpret sketches, diagrams, drawings and blueprints. Assist in the research and implementation of department policies and procedures. Maintain time, material and equipment use records. Troubleshoot, maintain and repair the City's lock system. Perform work in emergency situations. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Techniques, equipment and materials used in the maintenance, repair and remodeling of public facilities including plumbing, carpentry, painting and electrical. Federal, state and governmental agency laws and regulations pertaining to building maintenance, including building codes. Hazards associated with the assigned work and proper safety precautions. Methods and techniques used in estimating time and materials for assigned projects. Report preparation and maintenance. Research methods in regards to determining proper course of action to maintain and repair buildings, equipment and facilities.

Skill to:

Safely perform skilled maintenance, construction and repair work. Enter data into computer. Analyze and resolve problems; develop and present related recommendations. Oversee a small crew of facility maintenance personnel. Communicate effectively both orally and in writing. Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Read and interpret basic maps and blue prints.

Ability to:

Perform a full range of building maintenance work. Act calmly and quickly in emergency situations and make effective decisions in such cases. Prepare and understand comprehensive and complex reports and plans. Set priorities, work well under pressure and meet deadlines. Work independently in the absence of supervision; resolve technical problems as appropriate for the situations. Read and interpret sketches, drawings, diagrams and blueprints. Prepare and maintain accurate records, logs, orders and reports. Effectively provide direction and training to subordinates. Estimate necessary materials and supplies with a reasonable degree of accuracy. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

High School Diploma or equivalent.

Experience:

Two years of experience performing duties comparable to those of a Facility Maintenance Worker II.

License or Certificate:

Required upon hire, possession of valid California Driver's License. Building Operator Certification is desired.

Council Action: June 20, 2006



FINANCE OFFICER

DEFINITION

To plan, organize and manage all fiscal operations of the City; provide a framework for financial planning and analysis to support the operation and management of all City departments and manage the Accounting and Purchasing Divisions.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Administrative Services. Position exercises direct and indirect supervision of professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES: The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize and manage the financial activities of the City, including accounting, treasury management, revenue and licensing, capital management, redevelopment finance, purchasing and related support services. Administer the City's operating and capital budgets, analyze revenue sources/projections, expenditure patterns, services delivery alternatives and economic forecasts. Participate in investment strategies; identify debt financing needs and approve investment transactions; coordinate and conduct municipal and assessment district bond sales; and maintain all bond administration and accounting. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards, including internal control policies and procedures, cost allocation plans and financial audits. Oversee fiscal service delivery to various City Departments/Agencies, including maintenance of fiscal records, preparation of monthly/annual financial statements, development of budgets, and/or financial analysis and presentations to Council and Boards. Provide technical and professional advice and recommendations related to levels of service in the Department and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Identify, establish and execute Department plans and policies. Participate in the implementation of department and inter-departmental systems, programs, or processes. Prepare and manage the preparation of various financial and statistical reports including investment reports to the City Council, state and federal reports, and expenditure and tax receipt reports. Oversee internal and external financial reporting and audit requirements. Oversee the City's purchasing and warehousing program,

including ensuring compliance by all City departments with purchasing requirements. Serve as City Treasurer; serve as Acting Director of Administrative Services as needed. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of municipal finance, accounting, budgeting, taxation/revenue forecasting, purchasing, treasury principles and techniques. Techniques utilized to administer public financing including certificates of participation, bonds, lease/purchases, assessment districts, etc. Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer. Efficiently operate a financial software package and personal computer.

Skill to:

Analyze accounts, financial feasibility of projects and proposed programs; prepare complete and accurate reports and financial statements. Communicate clearly and concisely, in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties. Research, analyze, and implement federal, state, and local rules and regulations.

Ability to:

Use financial, technological and staff resources effectively for the planning, programming, and promoting of services. Plan and manage the maintenance of the complete City financial records, analyze and interpret accounting records and data, develop and implement new and improved financial management systems; set priorities, work well under pressure and meet deadlines. Prepare informative financial reports; evaluate financial systems and formulate and install accounting procedures, forms, and records; analyze situations quickly and objectively in order to determine proper and timely course of action. Plan and supervise the work of employees.

Minimum Education and Experience:

Education:

Bachelor's Degree from an accredited college or university with major work in Accounting, Finance, Public or Business Administration, or a closely related field is required. A Master's Degree in Public or Business Administration or related field is preferred.

Experience:

Five years of increasingly responsible experience in governmental and/or financial management including accounting, budgeting and financial analysis or closely related field; at least two years of responsible administrative/management experience in a supervisory capacity. Government experience is highly desirable.

License or Certificate:

Possession of a valid California Driver's License, required upon hire.



FLEET AND FACILITIES MANAGER

DEFINITION

Plans, organizes, and manages the operation of the Fleet and Facilities branch of the Operations & Maintenance Division of the Public Works Department. Responsible for planning and directing the maintenance and repair of City fleet vehicles, equipment, and building maintenance for assigned City facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Works, Operations & Maintenance. Responsibilities include direct supervision of equipment maintenance and facility maintenance personnel.

EXAMPLES OF DUTIES

The following are typical of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, direct, and review the operations and activities of the Fleet and Facilities Division. Develop and implement goals, objectives, policies, and priorities. Manage and coordinate the purchase, maintenance, repair, replacement and disposal of the City vehicle fleet. Manage the facility maintenance program for City owned facilities. Plan, organize, and direct the servicing and maintenance of City vehicles and equipment. Ensure City equipment meets operating and safety standards. Maintain computerized maintenance record keeping system. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Establish a cost-effective procurement program, and maintain an inventory of materials and supplies for the shop and facilities. Continually upgrade facilities maintenance program and policies. Prepare and oversee the on-going preventative maintenance and repair program for City facilities. Provide contract administration input on all building remodel and construction projects, including all phases from planning to project construction. Advise City departments regarding equipment purchases, rental rates, equipment utilization, and operator training. Oversee the City's contracts for pest control, HVAC services, elevator maintenance, janitorial and other contracted building maintenance services. Participate in budget preparation and administration. Supervise, train, and evaluate subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, and practices pertaining to the operation of fleet management, equipment maintenance and repair facility. Principles, materials, methods, tools, and equipment used in the maintenance of buildings. Tools, lubricants, equipment, and procedures used in servicing, over-hauling, repairing and adjusting a variety of automotive and other power-driven equipment, current trends in alternative fuel and fuel systems. Contracting and equipment specifications. Building maintenance practices and procedures. Safe work practices. Occupational Health and Safety Standards for Industrial and Commercial Facilities. Operating and repair characteristics of a variety of gas and diesel-powered light and heavy equipment. Record keeping, reporting and accounting procedures and practices. Personnel principles and practices including supervising, training and performance evaluation.

Skill to:

Communicate clearly and concisely, both orally and in writing. Use an automated maintenance management system. Plan, direct, and coordinate the mechanical repair and maintenance activities of City vehicles and equipment. Estimate labor and material costs and requirements for mechanical maintenance and repair; conduct cost-effective procurement program, resource utilization, budget and project cost analyses. Write vehicle, equipment, and general contract specifications. Analyze and interpret Federal and State regulations pertaining to the Fleet and Facilities Branch. Maintain records and prepare reports. Use Environmental Management Control Systems. Supervise, train, and evaluate subordinates.

Ability to:

Establish and maintain effective work relationships with those contacted in the performance of required duties. Read and understand building, remodel and construction blueprints. Read and understand vehicle/equipment electrical, air, hydraulic and coolant circuit diagrams. Establish and direct stormwater best management practices at facilities. Provide customer service to satisfy a diverse range of service requirements.

Minimum Education and Experience:

Education:

High school diploma or equivalent and specialized training in fleet and facility management. Associate degree or higher and/or coursework in management, business, or public administration is highly desirable.

Experience:

Four years of professional work experience in the maintenance and repair of automobiles and heavy equipment. Also, two years of experience that includes

administrative or supervisory capacity in a similar sized operation. Experience as a journey mechanic or in maintaining and repairing facilities is a plus.

License or Certificates:

Required upon hire, possession of a valid California Driver's License. Class B Driver's License is desirable.

Council Action: June 20, 2006



GIS ANALYST

DEFINITION

To perform a variety of technical duties in support of the City's information technology division; to assist in the maintenance and administration of the day-to-day operations of the Cities Geographic Information Systems (GIS) functions.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Senior Applications Analyst or his/her designee. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTION:

Design, develop, maintain, administer, modify and troubleshoot the enterprise geodatabase architecture. Design, develop, maintain, administer, modify and troubleshoot geoprocesses for collecting, integrating, collating, and verifying geospatial data for use within the enterprise geodatabase architecture fabric. Maintain, administer, modify and troubleshoot the web mapping presence, including internal and external web mapping applications. Provide support for ArcIMS and ArcGIS Server. Create, configure, publish and manage ArcGIS Server image, map and data services. Complete GIS web mapping application development project management activities to include defining requirements, estimating resources, testing, and documentation, and fostering adoption. Serve as support for geodatabases, mapping applications, mapping functionality, usage, security, access and availability; database security access and availability. Perform data collection and produce reports, maps, or other products. Implement minor system upgrades and modifications. Test programs to ensure correct operations and no adverse impact affects programs or systems. Integrate and configure systems as needed. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS:

Promote and maintain safety in the workplace. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures.. Provide on-site GIS support for emergency response drills and incidents. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City

standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices trends, and terminology; including computer system operations, maintenance. GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. ESRI or similar remote sensing/GIS software, such as ArcView, ArcEdit, and ArcInfo. Digitizing and data manipulation procedures for geographic information systems... Principles, practices and techniques related to database management, geography and cartography, and GIS application and design Standard testing and troubleshooting techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing, and scheduling techniques.

Skill to:

Prepare accurate correspondence, reports, maps, diagrams, graphs, charts, exhibits, displays and other descriptive material. Use graphic instructions such as blueprints, layouts, or other visual aids. Train and monitor departmental staff in the operation of existing or new systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Present facts clearly and accurately in graphic form.

Ability to:

Become familiar with industry-specific terminology and symbology (such as water and wastewater or planning and zoning). Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints, and engineering plans. Travel across rough, uneven, or rocky surfaces when conducting field inspections. Prepare and maintains complete files, records and documentation of work performed.. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Associate's degree (or the equivalent of 60 completed semester units) from an accredited college or university with major course work in computer science, Geography, or a closely related field. Possession of specialized certificates in GIS related disciplines may be substituted for some or all required college education.

Experience:

Three years of experience performing duties of a GIS Technician for a large organization or municipal government.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:



HEAVY EQUIPMENT MECHANIC

DEFINITION

To maintain and perform major mechanical repairs to automotive, power-driven, mechanical and heavy equipment.

SUPERVISION RECEIVED AND EXERCISED

This is an advanced journey level class in the Equipment Mechanic series. General supervision is provided by the Fleet and Facilities Manager or his/her designee. May exercise technical or functional supervision over subordinate personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Inspect, diagnose and locate mechanical difficulties on automobiles, trucks and a variety of maintenance and construction equipment. Determine extent of necessary repairs including identifying major engine and transmission overhaul needs and prepare orders for required services. Road-test vehicles and determine the need for outsourcing to specialized vendors. Perform repairs and adjustments of gasoline and diesel engines, transmissions, differentials, clutches and brakes and hydraulic components. Tune up engines, diagnose computer controls, modules and air conditioning components using diagnostic equipment. Repair and/or replace all components of light and heavy frame assemblies, suspension systems drive trains, electrical systems, steering, braking, material handling, cap and drive, passenger comfort systems. Perform welding and brazing, fabricate and modify parts, equipment, miscellaneous structures and attachments. Maintain a variety of maintenance, repair and inventory records on the computerized fleet maintenance system. Maintain vehicle inspection records as required by the Department of Transportation. Adjust and repair air and hydraulic brake systems including high and low pressure systems. Clean, repair and replace fuel pumps, strainers, fuel lines, gasoline tanks and gauges. Operate equipment and vehicles with possession of all necessary licenses and certificates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in division safety program. Diagnose, repair, expand and recondition electrical systems. Install and maintain special equipment on fire apparatus, including high volume water, hydraulic, foam and air pumps. Respond to emergency road calls,

field diagnose the problem and make field repairs as necessary. Maintain shop and shop equipment in a safe, clean and orderly condition. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the service, maintenance, overhaul, repair and adjustment of gas and diesel-powered equipment. Operating and repair characteristics of the entire range of City owned vehicles and equipment, including heavy duty trucks and construction equipment. Operation and care of internal combustion engines, hydraulics and electrical components. Use of a variety of hand and power tools and equipment. Safe working practices. Computerized inventory and record fleet maintenance system.

Skill to:

Enter data into Fleet Management system. Perform advanced journey level equipment mechanic work. Inspect gas and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs. Perform major and technically complex mechanical work on vehicles and mechanical equipment. Use a variety of tools and equipment. Diagnose and repair computer controlled engine components and replace/repair as necessary. Maintain a variety of maintenance, repair and inventory records on the computerized fleet record system.

Ability to

Understand and carry out both oral and written directions. Work independently in the absence of supervision and exercise initiative. Establish and maintain effective work relationships with those contacted in the performance of required duties

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment.

Experience:

Two years of increasingly responsible experience in the area of vehicles and equipment repair and maintenance performing duties comparable to those of a Light or Heavy Equipment Mechanic in the City of Woodland.

License and Certificates:

Licenses

Required upon hire and maintained during probation, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of two valid ASE Truck certifications, one of which must be T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Possession of Fire Equipment Mechanic Certification is highly desirable.

COUNCIL ACTION: February 1, 2011



INFRASTRUCTURE OPERATIONS AND MAINTENANCE SUPERINTENDENT

DEFINITION

To plan, organize, supervise and review the programs and activities in one of the Infrastructure Operations & Maintenance Branches: Right-of-Way including street maintenance, signs & markings, tree maintenance, and electrical maintenance or Utilities including water production and distribution, storm drainage and sewer collections.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Deputy Director of Public Works, Operations and Maintenance or designee. Responsibilities include direct and indirect supervision of staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, prioritize, assign, supervise, and review the work of staff for infrastructure operations, maintenance and repair work including street resurfacing, repairing and patching; traffic control signs and striping; street lights and traffic signals; sidewalk, curb, and gutter removal and replacement; tree trimming and removal; weed control; storm drain maintenance; water and sewer line installation and repair; and freshwater well operation. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for assigned program areas. Participate in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for needed personnel, supplies, materials and equipment; monitor and control expenditures. Evaluate operations and activities of assigned programs; recommends improvements and modifications; prepares various reports on operations and activities; and develops new programs related to areas of responsibility. Answer questions and provides information to the public; investigates complaints and take corrective action as necessary to resolve complaints. Establish and maintain effective working relationships while providing for the evaluation and training of assigned staff. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Ensure the adherence to safe work practices by assigned staff. Work cooperatively with others. Coordinate maintenance service programs with other City departments and divisions and with outside agencies. Perform other and related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, and procedures used in the maintenance and repair of public works facilities. Regulations, codes and restrictions related to assigned program areas. Principles of organization, administration, budget, and personnel management. Safety principles, practices, procedures and precautions necessary for maintenance work. Practical elements of civil engineering as they relate to maintenance and repair of public works infrastructure. Operations and programs of a personal computer.

Skill to:

Plan, assign and implement a comprehensive program of maintenance and repair work for public works infrastructure. Evaluate operations, procedures and policies, and recommend improvements. Supervise, train and evaluate subordinates. Establish and maintain cooperative working relationships with co-workers and those contacted in the course of work. Operate computers and related software. Familiarity with maintenance management software.

Ability to:

Conduct studies, prepare comprehensive reports and determine cost effective ways for constructing and maintaining public works infrastructure. Communicate clearly and concisely, orally and in writing and using computerized presentation materials.

Minimum Education and Experience:

Education:

Associate's Degree from an accredited college or university with major coursework in engineering, construction management, business or public administration or a closely related field. Bachelor's degree is highly desirable.

Experience:

Four years of increasingly responsible public works experience in the assigned area of responsibility (utilities or right-of-way) or closely related field, including at least two years in a supervisory capacity.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: July 18, 2006



LABORATORY SUPERVISOR

DEFINITION

Supervise, plan and coordinate the functions of the Laboratory, Industrial Wastewater Pretreatment Program (WPP), and related environmental compliance programs. Performs and reviews analysis of potable water, wastewater, stormwater and related materials. Ensures sampling, monitoring, testing, reporting, WPP, and other environmental compliance programs comply with Federal, State and local requirements for potable water, wastewater and stormwater utilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility (WPCF) Superintendent. Exercises direct supervision over Lab Technicians I/II, Environmental Compliance Specialist, and indirect supervision over Environmental Compliance Inspector I/II. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, program and supervise monitoring, sampling, and testing to ensure WPCF processes, potable water production, potable water distribution, and stormwater runoff comply with State and Federal standards. Supervise and coordinate laboratory quality assurance and quality control programs; develop new methods of laboratory analysis consistent with Federal and State guidelines. Work with and direct outside labs or environmental firms on water quality matters. Plan, program and supervise the goals and objectives of the Industrial Wastewater Pretreatment program. Coordinate pretreatment program activities for the Sanitary Sewer Management Plan and Stormwater NPDES Phase II permit. Review and approve quarterly and annual pretreatment reports. Interpret and enforce regulations related to pretreatment, wastewater collection and stormwater collection. Prepare detailed draft budgets, assist in preparation of final budgets and administer adopted budgets. Monitor legislation and make recommendations concerning compliance issues related to potable water, wastewater, stormwater, pretreatment and related programs. Compile, sign and submit monitoring and compliance reports to appropriate State and Federal Agencies. Perform advanced analysis on data to provide information for decision making. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and with the general public regarding potable water, wastewater and stormwater, pretreatment and related programs. Participate in the hiring, training, supervision and evaluation of subordinates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist with studies to audit and improve plant operations; conduct and assist with tours and regulatory inspection; respond to questions and requests from the general public. Ensure laboratory and pretreatment shop are maintained in a safe, clean and orderly condition. Ensure that maintenance, repair and calibration of laboratory and pretreatment equipment complies with process safety manual and manufacture recommendations. Observe safe work methods, practices and precautions; use appropriate safety devices and equipment in accordance with laboratory and pretreatment standard operating procedures. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal and local rules and regulations governing potable water, wastewater, stormwater, industrial pretreatment and related programs. Principles of supervision and training. Principles and practices of potable water production, wastewater treatment, stormwater management, industrial pretreatment and related environmental compliance programs. Chemistry and microbiology as applied to potable water, wastewater, stormwater, industrial pretreatment and related environmental compliance programs. Methods and techniques of advanced data manipulation and analysis used in quantitative and statistical analysis of laboratory data. Occupational hazards and necessary safety precautions.

Ability to:

Supervise, train, and evaluate personnel. Prepare a wide variety of reports and records. Communicate clearly and concisely, both orally and in writing. Participate in public presentations of technical issues. Analyze and interpret laboratory test results, understanding nuances of testing protocols upon results. Maintain accurate and complete records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

Bachelor of Science degree with major course work in chemistry and biology or a closely related field.

Experience:

Two years of experience conducting chemical or biological laboratory analyses including two years of experience performing laboratory analysis of water, wastewater or stormwater. Two years of increasingly responsible experience in pretreatment and environmental compliance desirable.

License and Certificate

Required upon hire, possession of a valid California Driver's License.

Possession of a current California Water Environment Association Grade II

Laboratory Analyst certificate within 18 months of appointment.

Possession of a current California Water Environment Association Grade I Environmental Compliance Inspector certificate is desirable.

Council Action: June 17, 2008



LABORATORY TECHNICIAN I/II

DEFINITION

To collect and examine water, wastewater, stormwater and related materials. Performs a variety of standardized and complex tests and analysis of such samples. Maintains and calibrates laboratory equipment, prepares glassware, mixes reagents and media. Prepares reports, performs special studies, analyzes results and works with a variety of outside labs.

SUPERVISION RECEIVED AND EXERCISED

Laboratory Technician I

This is the entry-level classification in the flexibly staffed Laboratory (Lab) Technician series. Positions at this level are distinguished from the Lab Technician II level by providing a narrower range of duties, usually of a less complex nature in the treatment plant laboratory. Incumbents learn and perform a variety of clearly defined duties involved with cleaning and maintaining laboratory material and equipment and performing routine testing and analysis in the laboratory. Laboratory Technician II provides lead supervision and training as needed to the Laboratory Technician I.

Laboratory Technician II

This is the journey level classification of Lab Technician series. Positions at this level are distinguished from the entry level by performing complex testing and analysis in the treatment plant laboratory. Incumbents are thoroughly familiar of defined duties involved with calibrating and maintaining sophisticated laboratory equipment. Provides lead direction to Lab Technician I in addition to performing NPDES required analyses in the laboratory and the more complex laboratory analysis. The Laboratory Analyst provides direct supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Lab Technician I - Collects and prepares water, wastewater, receiving waters and related samples for analysis. Conducts standard physical, chemical and biological analysis of such samples. Makes mathematical calculations and statistical analysis for test results. Prepares and maintains a variety of logs, records and reports related to the

work performed. Performs complex sampling techniques. Prepares lab supply and equipment order lists. Regular and consistent attendance.

Lab Technician II – All of the essential functions listed above and: Prepares standardized reagents and media used in laboratory analysis. Samples, schedules and ships samples to outside laboratories. Performs analysis on quality assurance samples for compliance with State Health Department to maintain laboratory certification. Participates in the laboratory quality assurance program by reviewing and verifying records and reports for the NPDES permit requirements. Schedules laboratory and maintenance work, ordering of materials, and maintains records as directed by the Environmental Plant Manager or designee. Ensure proper maintenance and repair work on all laboratory equipment.

OTHER JOB FUNCTIONS

Cleans and prepares laboratory equipment and glassware. Maintains laboratory in a clean and orderly condition. Observes safe work methods, practices and precautions; uses appropriate safety devices and equipment in accordance to laboratory standard operating procedures. Perform related duties as assigned.

QUALIFICATIONS

Lab Technician I:

Knowledge of:

Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Hazardous chemicals associated with wastewater treatment. Chemistry and microbiology. Mathematics. Standard physical, chemical and biological properties of treated and polluted water, potable water and domestic wastewater. Methods and techniques used in standard quantitative laboratory analysis. Standard laboratory equipment and its use and care. Methods for preparation of standardized reagents and media. Methods of cleaning glassware and equipment used in laboratory analysis. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater facility. Basic principles and practices as they relate to wastewater treatment and related programs.

Ability to:

May provide functional work direction and training to lower level personnel. Wear and use SCBA units as regulated by Cal/OSHA. Prepare variety of basic reports and records. Operate and implement changes to the plant computer system. Communicate clearly and concisely, both orally and in writing. Perform standard physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Correctly analyze and interpret standard laboratory test results. Maintain accurate and complete laboratory records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:**Education:**

High School Diploma or equivalent supplemented by related college level coursework.

Experience:

One year of work experience in a laboratory or related position is desirable.

License and Certificate:

Required upon hire, possession of a current California Driver's license. Possession of a current California Water Environment Association Grade I Laboratory Analyst certificate within eighteen (18) months of appointment. Grade I Wastewater Treatment Plant Operator certificate is desirable.

Lab Technician II

In addition to the qualifications for Lab Technician I:

Knowledge of:

State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Principles of supervision and training.

Ability to:

Supervise and train assigned personnel. Work independently making appropriate decisions in critical situations. Perform complex physical, chemical and biological tests on treated and polluted water, potable water, and domestic wastewater and related materials. Analyze and interpret complex laboratory test results. Prepare standardized reagents and media. Repair and calibrate instrumentation as related to the operation of the laboratory.

Minimum Education and Experience:**Education:**

High School Diploma or equivalent is required. Completion of one year of related college level coursework is preferred.

Experience:

Two years of general laboratory experience is preferred.

License and Certificate:

Required upon hire, possession of all certifications required of the Laboratory Technician I and possession of a current California Water Environment Association Grade II Laboratory Analyst certificate within eighteen (18) months. Grade II Wastewater Treatment Plant Operator certificate is desirable.

Council Action: June 20, 2006



LIGHT EQUIPMENT MECHANIC

DEFINITION

To service, maintain and repair automotive and other power-driven and mechanical equipment.

SUPERVISION EXERCISED AND RECEIVED

This is a journey level class in the Equipment Mechanic series. General supervision is provided by the Fleet and Facilities Manager or his/her designee. May exercise technical or functional supervision over subordinate personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Inspect, diagnose and locate mechanical difficulties on automobiles, light trucks and a variety of maintenance, lawn care and construction equipment. Road test and diagnose vehicles, determine needed repairs or maintenance attention and schedule repairs. Inspect and diagnose all mechanical, hydraulic, electrical systems. Inspect operational and appearance of vehicles and recommend repair action. Respond to emergency road calls, field diagnose the problem and make field repairs as necessary. Perform welding and brazing, fabricate and modify parts, equipment, miscellaneous structures and attachments. Inspect lawn maintenance equipment, overhaul engines, transmissions, differentials, and hydraulic components. Do component change-out of same on automotive equipment. Adjust and repair air and hydraulic brakes, perform complete brake system overhauls. Diagnose and repair/replace electrical systems components. Service and repair small gasoline engines, lawn mowers and lawn mower decks. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in division safety program. Maintain shop and equipment in a safe, clean and orderly condition. Maintain a variety of maintenance, repair and inventory records on the computerized fleet maintenance system. Clean, repair and replace fuel pumps, strainers, fuel lines, gas/diesel tanks, and gauges. Handle hazardous materials and store or dispose as needed. Perform other duties as required.

QUALIFICATIONS

Knowledge of:

Tools, equipment and procedures used in the service, maintenance, repair and overhaul of automotive and other gas and diesel-powered equipment. Use of a variety of hand and power tools and equipment. Operating and repair characteristics of City-owned light vehicles and equipment. Operation and care of internal combustion engines, hydraulics and electrical components. Safe working practices. Diagnostic equipment and computerized engine components. Maintain a variety of maintenance and inventory records on the computerized fleet maintenance system.

Skill to:

Perform journey level equipment mechanic work. Inspect gas and diesel-powered equipment to locate difficulties and estimate the cost of time and repairs. Perform minor and major mechanical work on vehicles and mechanical equipment. Use a variety of tools and equipment. Work independently in the absence of supervision, exercising initiative. Diagnose and repair computer controlled engine components and replace/repair as necessary. Maintain a variety of maintenance, repair and inventory records. Understand and carry out both oral and written instructions.

Ability to:

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

High school diploma or equivalent. Specialized training or coursework in the maintenance and repair of gas and diesel-powered equipment is desired.

Experience:

Two years of increasingly responsible experience in the area of vehicle and equipment repair and maintenance performing duties comparable to those of an Equipment Service Worker in the City of Woodland.

License and Certificates:

Licenses

Required upon hire, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

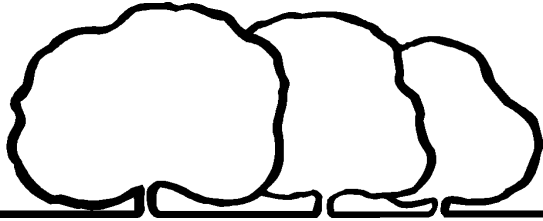
Required upon hire and maintained during employment, possession of a minimum of two valid ASE certifications, one of which must be either A5 Automotive Brakes or T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Council Action: February 1, 2011

Supplemental Questionnaire
must be submitted with the
application to be considered

**PRINCIPAL UTILITIES CIVIL ENGINEER
OPEN**



City of Woodland

HUMAN RESOURCES

300 FIRST STREET

(530) 661-5811

(530) 661-5813

Posting Date: June 21, 2013

Final Filing Date: First 25 qualified applicants

First Review: July 16, 2013

Tentative Panel: Week of July 22, 2013

**THE CITY OF WOODLAND INVITES YOUR APPLICATION FOR
PRINCIPAL UTILITIES CIVIL ENGINEER – FT**

Salary: \$8,035.57 – \$9,767.28 mo. w/excellent benefits

The City is seeking an experienced utility engineering professional with excellent management, communication and leadership skills. The ability to work effectively with a broad range of City officials, employees, and community organizations and the public is a particularly important quality. The ideal candidate will be approachable, resourceful, and creative. The selected candidate will be a proactive and solution-oriented individual who can demonstrate a history of creative problem solving and effective planning for the future.

The selected candidate will oversee the City's water, wastewater, storm and flood programs including the following projects:

- Woodland's participation in the \$245 million Woodland Davis Surface Water Project including the implementation of associated local water projects and the future construction of Aquifer Storage and Recovery (ASR) wells
- \$15 million Sewer treatment plant aeration upgrade as well as an additional \$14 million in wastewater improvements over the next 5 years
- Continued work towards completion of the Cache Creek Feasibility Study and future implementation of a flood solution for the north side of Woodland

The position will supervise a Senior Civil Engineer, an Associate Civil Engineer, a Senior Engineering Assistant and an Engineering Technician

ESSENTIAL JOB FUNCTIONS

Conduct and implement the most complex and technical engineering studies and projects related to, utilities, water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection structures and facilities projects. Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations. May serve as the City Engineer, when assigned. Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility. Evaluate operations and

activities of assigned areas of responsibility; determine priorities; develop short and long range plans; implement improvements and modifications; prepare various reports on operations and activities. Participate in budget preparation and administration for assigned areas of responsibility. Oversee the selection and management of consultant contracts related to assigned areas of responsibility. Manage and/or participate in the preparation of complex engineering studies and reports related to assigned areas of responsibility; oversee coordination of assigned areas of responsibility activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers. Provide staff support to a variety of City boards, City Council, commissions, committees, and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations. Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints. Build and maintain positive working relationships with co-workers, City employees, other public agencies, and the public using principles of good customer service. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS

Interpret and apply relevant codes, ordinances, rules, and regulations. Ensure compliance with CEQA, the Public Contract Code, and all applicable State, Federal, and local regulations codes, and standards related to assigned areas of responsibility. Stamp plans for in-house design work related to assigned areas of responsibility. Check plans for accuracy, suitability, and completeness; and direct revisions. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis. Manage development of infrastructure master plans. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Supervise, train, mentor and evaluate assigned staff. Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned. Perform related duties as assigned.

QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering is required.

Experience:

Five (5) years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities, with at least two (2) years experience specifically related to water supply, water distribution, water treatment, wastewater treatment, storm water, flood and wastewater collection.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire.

APPLICATION

Apply with a City of Woodland application by visiting www.cityofwoodland.org/employment or the Human Resources Office, City Hall, 300 First Street, Woodland, CA 95695. Supplemental questionnaire **must** be submitted with application to be considered. Résumés and cover letters are encouraged but will not be accepted in lieu of the application form. Postmarks will not be accepted.

This recruitment will close when the first 25 qualification applications are received.

The first review of applications is scheduled for July 16, 2013.

A panel interview is tentatively scheduled for the week of July 22, 2013.

Review Process: Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview or any combination thereof.

Applicants will be required to take and pass a medical examination by a City of Woodland physician to insure their physical suitability to perform the assigned duties. If you have a disability that requires accommodation during the selection process, please notify Human Resources at least seven days prior to the event.

BENEFITS

Retirement:	CalPERS Retirement System (2% @ 60 Formula for current CalPERS members and 2% @ 62 Formula for new CalPERS members) The City does <u>not</u> participate in social security
Deferred Comp:	Choice of deferred compensation plans. City will match up to 2% of employee's base salary
Medical:	CalPERS Medical Insurance Plans, including HMOs & PPOs City gives an allowance toward the cost of insurance
Dental/Vision:	City paid Delta Dental and Medical Eye Services
STD/LTD:	City paid wage protection for short and long term disabilities
Life Insurance:	City provides \$50,000 life insurance policy
Vacation:	7 hours per month during first 3 years of service
Sick Leave:	8 hours per month
Administrative Leave:	96 hours of leave time given each fiscal year
Holidays:	12.5 paid holidays (including two floating holidays)
Prof. Growth Incentive:	\$625/yr for additional educational or professional activities

**The City of Woodland hires only U.S. citizens and aliens lawfully authorized to work in the U.S.
The City of Woodland is an Equal Opportunity Employer**



**PRINCIPAL UTILITIES CIVIL ENGINEER
SUPPLEMENTAL QUESTIONNAIRE**

The purpose of this supplemental application is to obtain enough job-related information to select the best qualified applicants to continue in the selection process. Completion of this form is a required part of the selection process and must be submitted with your employment application by the final filing date. **Candidates who do not complete this supplemental application will be eliminated from further consideration.** Content, clarity and completeness of answers are factors which will be considered in the evaluation process. Omitted information cannot be considered or assumed. Please limit your responses to no more than one page per question and do not provide any additional information or materials other than the information requested herein. Attach the answers to this supplemental application and number each answer accordingly. Please answer the following questions:

1. Please share examples of how you have managed/supervised:
 - a) Engineering projects
 - b) Engineering programs
 - c) People (including lead worker experience)

2. Please provide years of experience working with:
 - a) Water projects
 - b) Waste Water projects
 - c) Storm Water projects
 - d) Flood projects

I certify that the information I have provided is accurate and completed to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment with the City of Woodland.

NAME (Please Print): _____ DATE: _____

SIGNATURE: _____



SENIOR EQUIPMENT MECHANIC

DEFINITION

To perform skilled maintenance and repair of vehicles and equipment; and to assist in administrative duties of the division. Provide technical and functional oversight over assigned skilled and semi-skilled personnel in the Equipment Services Division.

SUPERVISION RECEIVED AND EXERCISED

This is the lead supervisor class in the Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance and repair duties and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all technical aspects of assigned area of responsibility. General supervision is provided by the Fleet and Facilities Manager. Responsibilities include providing lead supervision and technical training for skilled and semi-skilled personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule, prioritize and assign maintenance and repair work in consultation with the Fleet and Facilities Manager; communicate status of repairs to appropriate personnel in other City departments and divisions, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities. Oversee and review the work of employees assigned to troubleshoot, overhaul, repair, and maintain heavy and light gasoline and diesel-powered vehicles and equipment; participate in performing routine maintenance and repair work. Inspect and evaluate equipment; estimate time and material requirements; provide technical assistance to assigned equipment maintenance personnel; review and monitor completed work. Perform difficult, technical, and complex equipment repair and maintenance tasks, including locating and diagnosing complex mechanical defects; fabricate special bodies, parts, and essentials as necessary. Inspect and evaluate to ensure quality control standards are met. Work cooperatively with others. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Recommend special work required or necessary equipment maintenance; obtain estimates for required services and materials as directed. Train employees in work methods, use of tools and equipment, and relevant safety precautions. Ensure the proper maintenance, repair and storage of all shop tools and equipment. Ensure a clean and safe work environment for all division employees; recommend corrective action to the Fleet and Facilities Manager when necessary. Order needed supplies; ensure maintenance of an adequate inventory to accomplish assigned jobs. Maintain required labor, equipment and material records and submits reports as directed; assists in developing budget figures for the division. Provide input into performance evaluations and disciplinary matters. Drive vehicles and operates a wide variety of equipment. Respond to emergency situations as necessary. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, techniques, methods, materials, tools and equipment used in the repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment, CAL/OSHA requirements, and other relevant codes and regulations. Use of flat rate manuals. Federal and State inspection requirements and procedures for heavy road equipment. Safe work methods and safety practices pertaining to the work. Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work. Lead supervision and basic principles of training.

Skills to:

Enter data into Fleet Management system. Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment; make extensive repairs, and proper testing and adjustments. Operate a wide variety of power hand tools in a skillful manner. Use computer diagnostic equipment. Conduct safety inspections and establish safe procedures; inspect the work of others and maintain established quality control standards.

Ability to:

Plan, schedule, and oversee activities of an equipment maintenance program. Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary. Identify and implement effective course of action to complete assigned work. Estimate needed materials and labor and secure sufficient quantities. Understand, follow and train others in proper and safe work procedures. Work effectively without immediate supervision. Understand, carry out and issue clear oral and written instructions. Prepare and maintain a variety of accurate records and reports. Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Minimum Education and Experience:

Education:

High school diploma or equivalent, supplemented by technical or college level training in the automotive maintenance and repair field.

Experience:

Three years of journey level work in automotive and heavy equipment maintenance and repair, with broad exposure to a variety of trucks, diesels, specialized road equipment, and hydraulic systems. Prior lead work experience desirable.

License or Certificate:

Licenses

Required upon hire, possession of a valid Class C California Driver's License.

Required prior to permanent appointment and maintained during employment, possession of a valid California Commercial Class A Driver's License with Tank Endorsement.

Certificates

Required upon hire and maintained during employment, possession of a minimum of six valid ASE certifications, one of which must be A5 Automotive Brakes or T4 Heavy Duty Truck Brake Certification.

Required prior to permanent appointment and maintained during employment, possession of a valid Air Conditioning Refrigerant Recovery and Recycling certificate similar to ASE or MACS.

Possession of Fire Equipment Mechanic Certification and additional ASE certification is desirable.

COUNCIL ACTION: February 1, 2011



**MANAGEMENT ANALYST I
MANAGEMENT ANALYST II
SENIOR MANAGEMENT ANALYST**

DEFINITION

Provides staff assistance to a City Administrative official; performs responsible professional and technical administrative and analytical duties. Duties involve budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, special projects, etc., depending on the job assignment, all or some of the following duties and qualifications may be invoked at the discretion of the Department Director.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by high level administrative and management positions. Responsibilities may include direct or indirect supervision of clerical and technical positions.

DISTINGUISHING CHARACTERISTICS

Management Analyst I - This is the entry level class in the Management Analyst series. Positions at this level are distinguished from the II level by the performance of less than the full range and complexity of duties as assigned to the journey level class within the series. Incumbents at this level typically have limited related work experience and are unfamiliar with the functions, operations and procedures of assigned department or office. This class, therefore, is typically used as a training class within the series.

Management Analyst II - This is the full journey level class of the Management Analyst series. Positions at this level are distinguished from the Management Analyst I level by the performance of the full range and complexity of duties as assigned with minimal assistance or direction. Incumbents are thoroughly familiar with the operating procedures of the department or office to which assigned, and possess technical expertise related to assigned program responsibilities. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Senior Management Analyst – This is the advanced journey level in the Management Analyst series. Positions at this level are distinguished from the II

level by the breadth of experience and knowledge gained by working at the City of Woodland or other municipal agencies on a wide variety of projects. Positions in this class are flexibly staffed and are always filled by advancement from the II level.

EXAMPLES OF DUTIES

Duties include, but are not limited to, the following:

ESSENTIAL JOB FUNCTIONS:

Compiles data and assists in developing recommendations on the formulation of policy, procedure, staffing, and organizational changes; participates in the installation of new and revised programs, systems, procedures and methods of operation.

Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and/or operational problems.

Assists in the process of identifying City wide or Department-wide information system needs, including computer hardware/software and training programs.

Researches and/or assists in the preparation, analysis, and administration of the department operating and/or capital budget.

Researches, develops, reviews, and prepares grant applications including monitoring existing programs for compliance with regulations.

Represents the City in intra-departmental, community, and professional meetings.

Development of budget documents. Track expenses to ensure compliance with the budget.

Responsible for managing contracts within the City. This includes developing Request for Quotations (RFQ), monitoring for compliance and budget.

Compiles materials and prepares and/or assists in the preparation of reports, manuals, and publications.

Assists in the coordination of departmental activities with departmental divisions, other City departments and outside agencies.

Assists in the design and implementation of systems and forms for use in a City department or administrative office including, but not limited to, City wide information systems.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
Performs related duties as assigned.

QUALIFICATIONS:

Management Analyst I:

May supervise, train and evaluate assigned personnel.

Knowledge of:

The principles of public administration.

The basic principles and methods of administrative analysis and/or personnel and fiscal management.

Budget preparation and control

Accounting; statistical methods

Current social, political, economic, and scientific developments and trends.

Planning functions and methods.

Contract negotiation, preparation and monitoring. Current technology relating to departmental operations.

Management Analyst II:

In addition to the qualifications for Management Analyst I:

Ability to:

Communicate effectively, orally and in writing.

Analyze organizational and administrative problems; create, recommend and implement an effective course of action.

Analyze and interpret factual data while applying a high degree of independent judgment.

Establish and maintain effectively working relationships with employees and the public.

Coordinate and/or manage a departmental program and/or activity.

Procedures and process of City budget preparation and maintenance

Interpret and make decisions in accordance with rules, regulations and policies.

Make recommendations regarding use of technology to improve departmental efficiency.

Supervise, train and evaluate assigned staff.

Senior Management Analyst:

In addition to the qualifications for Management Analyst II:

Ability to:

Prepare complex administrative, financial, organizational, and management recommendations.

Effectively delegate authority

Use initiative and sound judgement in making complex decisions.

Use discretion with confidential materials and information.

Minimum Education and Experience:

Management Analyst I:

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

One year of administrative, budgetary, or other management analysis or similar experience desired. May be obtained through internships, full or part-time employment, or volunteer work.

Management Analyst II:

In addition to the Minimum Education and Experience for Management Analyst I

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Experience

Two years of experience comparable to that of a Management Analyst I in the City of Woodland.

Senior Management Analyst:

In addition to the Minimum Education and Experience for Management Analyst II

Experience:

Six years of experience as a Management Analyst II or comparable position with at least two (2) of these years with the City of Woodland as a Management Analyst II. Direct supervisory responsibility may substitute for one year of the six years of required experience.

Education

Bachelor's degree from an accredited college with major coursework in public administration, business administration, or a closely related field. A Master's Degree from an accredited college or university in Public Administration, Business Administration or a closely related field may substitute one year of experience

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: May 7, 2013



TREATMENT PLANT MECHANIC

DEFINITION

To perform a variety of skilled tasks necessary to maintain the equipment and structures of the Water Pollution Control Facility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility Superintendent or designee. The Treatment Plant Mechanic is the journey level position.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Performs a variety of preventative maintenance on equipment and facilities to include lubricating, cleaning, and painting. Performs corrective maintenance on plant equipment and process systems such as parts replacement, equipment changes, cleaning of tanks and basins. Maintains equipment and structures on remote sites, including pumps, wet wells, and lift stations, which may require the use of self contained breathing apparatus. Maintains accurate maintenance and repair records. Prepares specifications and procures parts and equipment. Evaluates the cost effectiveness of repair versus replacement. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Follow all safety precautions and regulations. Work weekends and holidays as assigned. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Maintenance of pumps, motors, piping and control systems found in wastewater treatment plants and related facilities. Mechanical, electrical and hydraulic principles. Operation of water treatment plant equipment and facilities. Safe work practices.

Ability to:

Operate and perform maintenance work on water and wastewater system equipment. Diagnose and repair mechanical problems. Work independently in the absence of specific instructions. Maintain accurate records. Communicate effectively and follow oral and written directions. Work effectively with co-workers and supervisors.

Minimum Education and Experience:**Education:**

High School diploma or equivalent.

Experience:

Two years experience in the maintenance of pumps, motors, piping and wastewater treatment plant operations.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license and a current Grade I Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board. Possession of Grade I CWEA Mechanical Technologist certificate, prior to permanent appointment.

Council Action: June 17, 2008



UTILITIES MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, and supervise the work of maintenance employees involved in utility related construction, maintenance and repair. To perform a variety of technical tasks relative to the division and to be responsible for the safety and training of subordinates.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Infrastructure Operations and Maintenance Manager/Superintendent. Responsibilities include direct and indirect supervision of assigned personnel

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, and, supervise the work of Utilities Maintenance Workers in a branch of the Public Works Department. Assign work daily for multiple workers or crews; check on work programs throughout the day; maintain time sheets, cost reports, etc. Submit requests for materials, tools, equipment, and other supplies needed by the branch; prepare equipment specifications; assist in maintaining expenditure records for materials and service. Comply with, and insure implementation of Department Injury and Illness Prevention Program within assigned area of responsibility. Instruct subordinates in proper work techniques, use of equipment, and safety precautions and requirements. Assist with and perform a variety of personnel actions including selection, training, promotions, performance evaluations, disciplinary actions, and dismissals. Perform the most difficult and technically complex work of assigned branch. Provide general information to the public, other city departments, and vendors pertaining to area of assignment; investigate and respond to citizen inquiries and complaints regarding area of assignment. Work cooperatively with others, including other City departments and outside agencies as necessary. Assist in preparation and monitor budget execution; prepare cost estimates for work to be performed; submit justification for equipment. Operate telemetering and flow monitoring equipment. Drive vehicles and equipment as required. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist in the inspection of work of private contractors engaged in maintenance work for the City. Prepare and maintain a variety of records and reports on materials,

equipment, service calls and personnel. Evaluate operations and activities of assigned branch; recommend improvements and modifications. Respond to emergency situations after regular working hours. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials and procedures used in public works maintenance with specialized knowledge in water system, sewer system, and/or storm drainage. Purposes and uses of a variety of vehicles, hand tools, power tools and equipment. Safe work practices. Budgeting practices and principles of supervision, training, discipline, and performance evaluation. Modern office procedures, computer equipment and various software such as spreadsheets, word processing, and maintenance management programs. Methods of estimating time, materials and equipment needed to perform assigned work. Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work. City codes, specifications, and standards for AWWA, California Department of Health requirements of water and sewer standards and regulations, CAL-OSHA and the Environmental Protection Agency regulations.

Skill to:

Direct semi-skilled and skilled maintenance, construction and repair work in the area of work assigned. Plan, assign, supervise, discipline and evaluate the work of subordinates. Evaluate branch operations and recommend improvements. Read and interpret blueprints and mechanical schematics. Communicate effectively, both orally and in writing. Interact effectively and courteously with the public. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Lead, organize and review the work of maintenance staff in the area of work assigned. Perform heavy manual labor. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply City and department policies, procedures, rules and regulation. Gather data and prepare reports as necessary on issues related to area of assignment. Develop and maintain accurate and concise reports.

Education and Experience:

Education:

High School Diploma or equivalent supplemented by course work from an accredited college/university or trade school in construction and maintenance or closely related field.

Experience:

Four years of experience at the advanced journey level in assigned area of responsibility or a closely related field, one of which was in a lead capacity.

License and Certificate:

Water Production/Distribution assignment – requires possession of a Grade IV Water Distribution Operator certificate issued by the California Department of Public Health and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Cross Connection Control Specialist certificate and a Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – requires possession of a Grade I Water Distribution Operator certificate and a Grade III Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Grade IV Wastewater Collection System Operator certificate is required within 24 months of hire. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid California Class B Driver's License. Confined Space Certification, Competent Person Certification, and valid First Aid and CPR certifications are required prior to permanent appointment.

Council Action: December 6, 2011



UTILITIES MAINTENANCE WORKER I/II

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water lines, sewers, storm drains, and pump stations.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Utilities Supervisor. Technical or functional supervision is also provided by higher level utilities personnel. For the Utilities II position, assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

Utilities Maintenance Worker I:

This is the entry level class in the Utilities Maintenance Worker series. Positions in this class will usually perform most of the duties required of Utilities Maintenance Workers I and II; however, as compared to the Utilities Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent discretion and judgment on matters related to work procedures and methods.

Utilities Maintenance Worker II:

This is the journey level in the Utilities Maintenance Worker series. This class differs from Utilities Maintenance Worker I in that incumbents perform more complex maintenance duties, including the requirement to meet all Standby Program requirements, take standby duty, to work any shift, weekends, and holidays, to work independently, exercise judgment, and operate the full range of tools and mechanical equipment related to a specific assignment. This incumbent Utilities Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside requires prior work experience.

EXAMPLES OF DUTIES:

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Operate a variety of light and moderately heavy construction and maintenance equipment including such pieces as a loader, dump truck, water truck, steel rollers, small backhoe (Dig-It), High Velocity Vacuum Cleaner (HVVC), sewer cable machine,

mole trencher, and rubber-tired tractor with all attachments in order to perform a variety of routine construction and maintenance operations. Operate fork lift as assigned and trained. Assist in changing chlorine and sulfur dioxide tanks as assigned and trained. Perform general maintenance and repair on water distribution and wastewater collection facilities; flush sewer laterals and mains; assist in water and sewer tap installations. Install, test, and backfill water and sewer service laterals. Clean storm drain lines and catch basins. Install, remove, and repair water meters, hydrants, service valves, and mainline valves; take water meter and gauge readings; accurately maintain records and reports. Operate equipment and vehicles with possession of all necessary licenses and certificates. Utilize proper safety precautions related to all performed work. Comply with the policies and procedures in the Department IIPP. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Respond to inquiries from the general public. Operate backhoe as assigned. Prepare field designs, as builds, when required to convey information to engineering for drawing documentation. Check water meters for proper operation; troubleshoot registers and repair. Initiate and discontinue water service to customer accounts. Assist in maintaining and repairing freshwater pumping facilities including the lubrication and painting of equipment. Operate telemetering and flow monitoring equipment. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Utilities Maintenance Worker I:

Knowledge of:

Basic methods, tools, materials, and equipment used in general construction maintenance work. Uses and purposes of general construction tools and equipment. Safe work practices and the Department Injury & Illness Prevention Program.

Skill to:

Use the hand and power tools required in general construction and maintenance work. Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities. Understand and carry out both oral and written directions. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform heavy manual labor. Learn to operate various construction maintenance equipment and machinery. Identify possible public safety hazards.

Minimum Education and Experience:

Education:

High School Diploma or equivalent.

Experience:

One year of experience in construction or related field.

License and Certificate:**Water Production/Distribution /Wastewater Collections/Stormwater assignments**

Both assignments require possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association is desirable.

Both assignments require possession of a valid California Driver's License. Class B permit and DMV Medical Certification are required within three months of hire. Must obtain a valid Class B driver's license, Completion of Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR Certifications, Competent Person Certification and Confined Space Certification prior to permanent appointment.

Utilities Maintenance Worker II

In addition to the qualifications for Utilities Maintenance Worker I:

Knowledge of:

Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of sewers, and storm drains. Traffic laws, ordinances, and rules involved in truck and equipment operations. Policies and procedures contained in the Department Illness and Injury Prevention Program. Applicable codes, regulations and safety orders. Safety precautions in the use, general cleaning and maintenance of equipment including light power equipment.

Skill to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Work independently in performing semi-skilled and skilled maintenance work. Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner. Read and interpret basic maps and blueprints. Assist in the supervision and training of less experienced personnel. Maintain written records and reports.

Ability to:

Perform skilled maintenance, construction and repair in the area of work assigned. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations. Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Minimum Education and Experience:

Education:

High School Diploma or equivalent.

Experience:

One year of experience performing duties comparable to those of a Utilities Maintenance Worker I.

License and Certificate:

Water Production/Distribution assignment – requires possession of a Grade II Water Distribution Operator certificate issued by the California Department of Health Services and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association.

Wastewater Collections/Stormwater assignment - requires possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services and a Grade II Wastewater Collections System Maintenance certificate issued by California Water Environment Association.

Both assignments require possession of a valid Class B California Driver's License with Tank and Air Brake Endorsement.

Council Action: June 20, 2006



UTILITIES MAINTENANCE WORKER III

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance and repair of the City's storm drainage systems, water distribution and sewage collection facilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level personnel. Responsibilities may include providing functional and technical supervision to lower level maintenance personnel. This is the advanced journey level of the Utilities Maintenance Worker series. It is distinguished from the Utilities Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the division assigned, including highly skilled heavy equipment operation under minimal supervision.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Operate a variety of moderately heavy and heavy construction and maintenance equipment including such pieces as a backhoe, dozer, High Velocity Vacuum Cleaner (HVVC), loader, grader, roller, crane, three-axle truck and truck with trailer. Perform a variety of construction and maintenance operations requiring a high level of skill and expertise involving water distribution, storm drainage, and sewage systems and related facilities. Use concrete cutting equipment, operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work; make water and sewer taps. Act as a leadworker for a crew of maintenance workers on assigned projects. Comply with policy and procedures in the Department Injury and Illness Prevention Program. Utilize proper safety precautions and set a proper example for others. Operate telemetering and flow monitoring equipment. Prepare field designs as-builts when required to convey information to engineering for drawing documentation. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Provide general information to the public, other city departments, and vendors pertaining to area of assignment. Perform duties in the general maintenance and repair of water distribution and sewage collection facilities; install, test and backfill water and

sewer service laterals; install, remove, and repair water meters, hydrants, and valves. Repair and maintain storm drains, pipes and catch basins. Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency call-outs. Requisition of materials and supplies for assigned facilities and projects. Work cooperatively with others. Drive vehicles and equipment as required. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics of heavy mechanical equipment used in the construction and maintenance of sewers and storm drains. Methods, tools, and materials used in storm drains, water and sewer facilities construction, maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices. Traffic laws, ordinances and rules involved in truck and heavy equipment operations. City codes, specifications, and standards for AWWA, California Department of Health requirements of water and sewer standards and regulations, CAL-OSHA and the Environmental Protection Agency regulations.

Skill to:

Perform highly skilled maintenance, construction and repair work in the area of work assigned. Operate a variety of vehicular and stationary heavy mechanical equipment in a safe and effective manner. Act as leadworker for a small crew of maintenance personnel; assist in the training and supervision of others in the safe operation of equipment; oversee and monitor the work of others. Understand and carry out both oral and written directions in an independent manner. Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Assist in preparation of performance appraisals. Maintain written records and reports. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Read and interpret basic maps and blue prints. Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations. Maintain and repair light power equipment. Perform heavy manual labor. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. Specialized coursework in construction or related field is highly desirable.

Experience:

Three years of experience performing duties comparable to those of a Utilities Maintenance Worker II.

License and Certificate:

Water Production/Distribution assignment – Requires possession of a Grade II Water Distribution Operator certificate and possession of a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Requires possession of a Grade III Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – Requires possession of a Grade II Wastewater Collections System Operator certificate issued by the California Department of Health Services and possession of a Grade I Water Distribution Operator certificate. Requires possession of a Grade III Wastewater Collections System Maintenance certificate issued by the California Water Environment Association prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid Class B California Driver's License with Tank and Air Brake Endorsements. Must possess a valid Class A driver's license within six months of hire. Confined Space Certification, Competent Person Certification, valid First Aid and CPR certifications, acquire or possess Forklift Certification and a Work Zone Safety certificate from the International Municipal Signal Association prior to permanent appointment.

Council Action: June 20, 2006



Water Pollution Control Facility Superintendent

DEFINITION

To plan, organize and manage the Water Pollution Control Facility Plant Operations, Laboratory Operations and the Industrial Pretreatment Program. Ensures the City's Water Pollution Control Facility Plant Operations are in compliance with applicable Federal, State and Local regulations which include the Water Pollution Control Facility NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works or designee. Provides direct or indirect supervision of all assigned personnel. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Ensure the proper management, operation, and maintenance of wastewater and selected stormwater treatment facilities, including the Wastewater Treatment Plant, as well as, additional City properties assigned to the Water Pollution Control program. Work in a coordinated effort with the co-permittee for the City's industrial wastewater disposal site. Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning legislation and compliance issues related to wastewater NPDES issues. Ensure the proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and the general public regarding wastewater, stormwater treatment, pre-treatment, and related programs. Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed. Prepare and administer the annual budget for assigned program areas. Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies. Works in coordination with or in the absence of the Chief Plant Operator. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Comply with applicable guidelines regarding the purchase of equipment. Develop or assist in developing equipment specifications and requisition of supplies and materials. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by personnel assigned to the branch and those working at sites under the purview of this position. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a Class V 10.4 MGD Tertiary Wastewater Treatment Facility. State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, and industrial pretreatment programs. Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of water and wastewater. Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater. Basic understanding of chemical, biological and physical laboratory testing methods and procedures. Basic understanding of municipal storm water NPDES requirements, specifically construction site runoff control and post construction requirements. Work safety and accident prevention programs. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance. Personnel principles and practices including supervising, training, and performance evaluation. Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

Develop, interpret and implement Department policies. Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, Industrial Waste Water Treatment Site, and Storm Water Treatment Facilities. Read, write, and provide critical review of technical reports. Read and understand legislative and legal text of laws and permits which must be complied with in the operation of the facilities assigned to this position. Read and interpret blueprints and plans. Prepare and present clear, concise, and competent reports, both orally and in writing. Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

Manage and direct a 10.4 MGD Class V Wastewater Tertiary Treatment Facility, Laboratory Operations and the Industrial Pretreatment Program. Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, high-pressure situations. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:**Education:**

Associates degree in a technical field related to wastewater plant operations or closely related field, such as engineering, mechanical science, chemistry or biology. A Bachelors degree is desirable.

Experience:

Five years of work experience involving the maintenance and operation of a water pollution control facility, including laboratory, with at least three years of supervisory experience.

License and Certificate:

Required upon hire: possession of a valid California Driver's License. Possession of a current Grade V Wastewater Treatment Plant Operators Certificate by the State of California Water Resources Control.

Council Action: June 17, 2008



WATER POLLUTION CONTROL OPERATOR III

DEFINITION

To perform complex Wastewater Plant operations and maintenance assignments involving plant process and control, preventative maintenance to include equipment repairs, laboratory procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility Superintendent or designee. The Water Pollution Control Operator III is the advanced journey level position in the Water Pollution Control Operator series. Acts as a shift supervisor, as defined by Title 23 of the California Code of Regulations, overseeing and directing the operation or a phase of operation of a waste water treatment plant during a specific work period. Provides work direction, leadership and training to subordinate personnel.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting.

ESSENTIAL JOB FUNCTIONS

Operate the Water Pollution Control Facility, to ensure compliance with State Regulations. Interpret alarms, meters, gauges, SCADA system and test results to determine process and control criteria. May perform required laboratory tests, analyses, and record the results. Perform maintenance and repair work on pumps, valves, Ultra Violet Disinfection equipment, filtration equipment, laboratory equipment and storm water pumping stations. Participate in ongoing preventative maintenance program and accurately maintain and compile records and reports. Operate a personal computer to retrieve data from the SCADA system and then makes adjustments to plant operations; and create spreadsheets and word processing documents. Train and provide work direction to subordinate personnel. Work weekends and holidays as assigned. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in the department safety program and follow all safety precautions and regulations. Serve in a stand-by status after regular working hours and respond to emergency call-outs as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal water pollution control rules and regulations, governing the treatment and disposal of wastewater and related programs. Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Wastewater Treatment Plant equipment maintenance procedures. Advanced wastewater treatment plant operations, to include tertiary treatment equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Repair and calibration of equipment. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater treatment facility, to include Microsoft Word and Excel.

Ability to:

Lead and train new and semi-skilled personnel and work independently while making appropriate decisions. Read and interpret blue prints and plans. Wear and use SCBA units as regulated by Cal/OSHA. Communicate clearly and concisely, both orally and in writing. Operate and implement changes to the plant SCADA computer system. Repair and calibrate instrumentation as related to operations. Establish and maintain effective work relationships with those contacted in the performance of required duties. Work independently making appropriate decisions in critical situations.

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by training or coursework in the areas of chemistry, biology or related wastewater operations.

Experience:

Three years of experience in work involving the maintenance and operation of a water pollution control facility and/or related facilities and programs.

License and Certificates:

Required upon hire, possession of a valid California Driver's License and a current Grade III Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board.

Council Action: June 17, 2008



WATER POLLUTION CONTROL OPERATOR IV

DEFINITION

To perform and supervise the most complex work involving process control, plant operations, laboratory procedures, repair and maintenance of the City's Water Pollution Control Facility (WPCF) Tertiary Treatment Plant.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Water Pollution Control Facility Superintendent or designee. Acts as a "supervisor" as defined by Title 23 of the California Code of Regulations (oversees and directs the operation of the plant, inspects the performance of other operators, and reports to the Superintendent). The Operator IV provides direct supervision and training for the semi-skilled and skilled operations and maintenance personnel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of a Class V treatment plant.

EXAMPLES OF DUTIES

The following are typical duties performed by the job class, not an all inclusive or limiting list.

ESSENTIAL FUNCTIONS

Monitors and maintains the operation of wastewater treatment plant pumps, motors, headworks, oxidation ditches, filters, disinfection process, and pump stations. Learns all phases of the plant operations and makes or supervises necessary operating changes and adjustments. Maintains and updates accurate logs of the plant operations, preventative maintenance and safety programs. Assists in the establishment and supervision of procedures, maintenance schedules and methods for assigned areas of operation. Assigns and supervises work for subordinate WPCF operators and plant mechanic, while checking on the work progress throughout the day. Assists the WPCF Superintendent in a variety of personnel actions including; selection, training, promotions, performance evaluations, and disciplinary actions. Monitors and interacts with the automated plant computer/SCADA systems. Interprets data and information received by SCADA then makes adjustments to plant operations. Implement and supervise proper safety precautions that are followed by all staff members. Work on standby rotation to include working on weekends and holidays. Oversees collection of a variety of samples for laboratory tests and on occasion performs basic laboratory testing and analysis. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as, the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments or agencies. Assist in budget preparation and monitoring of expenditures. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools, and equipment used in wastewater treatment plant operations, servicing, and maintenance. Principles of various wastewater treatment processes, to include, adjustment procedures for wastewater treatment plant equipment, repair and preventative maintenance procedures. Safe work practices. Principles of supervision and training. Advanced wastewater treatment operations, to include oversight and direction of all tertiary treatment processes and equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Computer operation and software as related to a wastewater treatment facility, to include Microsoft word and Excel.

Ability to:

Provide work direction, scheduling, supervision and evaluations of assigned staff. Read and interpret gauges and other recording devices reflecting plant operations and make operating adjustments based upon recorded data. Maintain accurate logs and records. Work collectively as a team member. Communicate clearly and concisely, both orally and in writing. Work independently making appropriate decisions in critical situations. Wear and use SCBA units as regulated by Cal/OSHA.

Minimum Education and Experience:

Education:

High School diploma supplemented by college, trade school or advanced course work in wastewater technology, laboratory, and chemistry.

Experience:

Four years of increasingly responsible work experience in the operation and maintenance of a wastewater treatment plant, including some lead or supervisory experience.

License and Certificate:

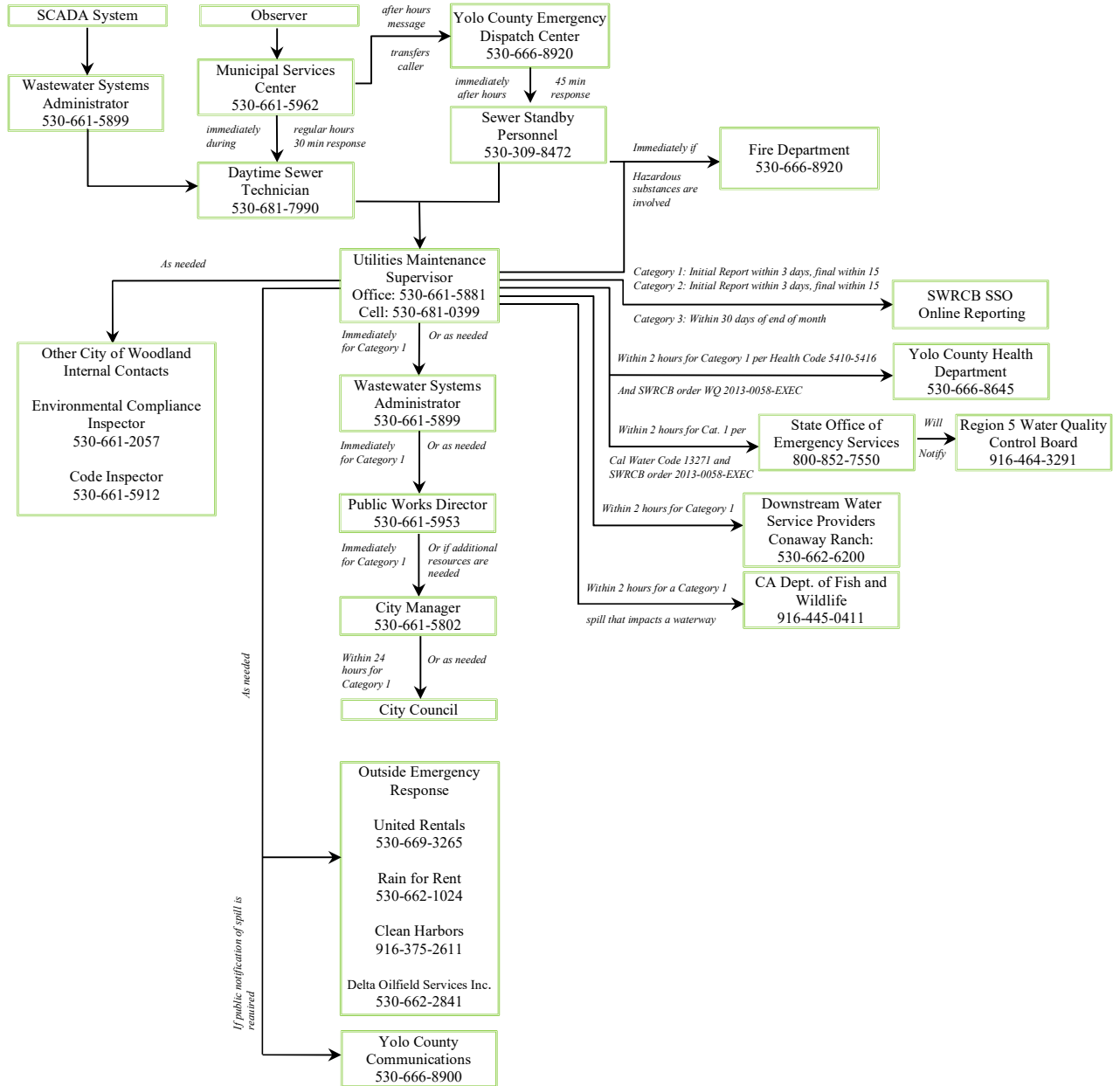
Required upon hire, possession of a valid California Driver's License and a current Grade IV Wastewater Treatment Plant Operators Certificate, issued by the California State Water Resources Control Board

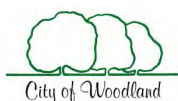
Council Action: June 17, 2008

Attachment ii-5

SSO Reporting Chain of Communication

City of Woodland Sanitary Sewer Overflow Reporting Chain of Communication





iii Legal Authority

SWRCB Requirement:

*Each Enrollee must demonstrate, through sanitary **sewer system use ordinances**, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- (a) Prevent **illicit discharges** into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);*
- (b) Require that sewers and connections **be properly designed and constructed**;*
- (c) **Ensure access** for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*
- (d) Limit the discharge of **fats, oils, and grease** and other debris that may cause blockages, and*
- (e) **Enforce any violation** of its sewer ordinances.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 ammended through 2013-0058-Exec.

Background

The authority of the City of Woodland to control its wastewater collection and treatment system is described in the City's Municipal Code. The Municipal Code defines properties which must connect to the sewer system, requires permits and fees for connection, limits discharges into the system, requires standards for construction of new system components, ensures access to City employees to properly maintain any system component, and prescribes enforcement measures for violations. The Municipal Code provides the basis upon which the City can effectively manage and maintain its system. This section fulfills the requirements of the GWDR SSMP mandatory element iii.

Element iii. Legal Authority

iii-a. Authority to prevent illicit discharges

Requirement	Possess the necessary legal authority to prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.)
Discussion	<u>Public Sewer Requirement</u> Municipal Code Sections 23C-6-1 and 19-4-1 provide the City with the legal authority to prevent illicit discharges to land and water by requiring connection to the City collection system for <i>any</i> disposal of sewage, with the exception of approved septic systems described in Section 23C-6-2. <u>Permits</u> Municipal Code Section 23C-6-3 prohibits any connections to or modifications of the public sewer collection system without an authorized permit from the City and the payment of any applicable fees. Municipal Code Section 19-4-2 requires Categorical and Significant industrial users (CIUs and SIUs) to obtain industrial wastewater discharge permits from the City before discharging any industrial wastewater to the collection system. This section of the Code also provides the City the discretion to require any user that is not considered to be a CIU or SIU that may discharge a pollutant of concern to obtain a pollution prevention permit before discharging wastewater to the collection system. The contents of industrial wastewater and pollution prevention permits are described in Code Sections 19-4-5 and 19-4-6 respectively. Because permits are issued at the discretion of the City Pretreatment Program Director per Section 19-4-2, the City has the legal authority to create its own framework to govern the permit program, which consists of the City established “Wastewater Industrial Pretreatment Program” (WIPP) and Pollution Prevention Program” (PPP) (see Attachment iii-1). These documents were created in compliance with EPA regulation 40 CFR Part 403. <u>Connection Charges and Service Fees</u> Municipal Code Section 23C-6-11 requires the payment of a connection charge, the amount of which is decided by a connection-specific City Council resolution, when a connection to the collection system is made from a new property. Sections 23C-6-12 and 19-3-1 require the payment of monthly service fees for connection to the collection system as decided by City Council resolution. Fees may be determined by user-type, by volume according to potable water usage, or by other special

Element iii. Legal Authority

considerations. Section 23C-6-12 allows the City to require the installation of a sewage meter on any connection if the City desires. Section 19-3-2 also allows the City to impose fees to cover the cost of administering programs such as enforcement, industrial pretreatment, permit processing, and monitoring.

Prevent Illicit Discharges

General

Municipal Code Section 19-2-1 specifically prohibits discharge of the following: chlorine demand, corrosive substances, dilution water, discoloration, flammable or explosive substances, insecticides, medical wastes, noxious substances, excessive BOD, slug discharges, substances causing a public nuisance, radioactive wastes, solids or viscous matter, storm water, cooling water, sulfides, excessively hot or cold water, toxic substances, hauled matter, petroleum, or otherwise unsuitable wastes. Section 23C-6-7 specifically prohibits the connection of any drainage features to the public sewer system, including roof downspouts, foundation drains, or any other sources of surface or groundwater drainage.

Industrial Pre-Treatment Program

Municipal Code Section 19-2-5 presents a list of maximum allowable concentration limits for specific pollutants discharged by industrial users, with the reservation that more strict federal regulations supersede those presented in the Municipal Code, such as those present in the Federal Pretreatment Standard 40 CFR Chapter adopted by Code Section 19-2-3. Section 19-2-9 requires all industrial users to pre-treat wastewater to the established standards at the user's expense and to submit detailed plans on the treatment process for review and acceptance. The City identifies industrial users that have the potential to discharge wastewater with pollutant concentrations in excess of the maximum allowable limits through its Industrial User Survey, which is conducted in conjunction with the business license and building permitting process. Section 19-2-8 forbids dilution of wastewater as a substitute for pre-treatment. Section 19-3-3 allows the City to enter into special contracts with industrial users producing wastewaters of "unusual strength" to treat the water under specified conditions and at special costs. Sections 19-5-1 and 19-5-3 require industrial users to submit baseline monitoring reports identifying industrial and pre-treatment processes, wastewater flow rates, pollution concentrations, and applicable environmental permits. Section 19-5-4 requires industrial users to submit reports describing future actions to ensure compliance, and 19-5-5 requires semi-annual submission of the

Element iii. Legal Authority

Related Documents

results of self-monitoring. Sections 19-5-6 through 19-5-8 also require the submission of reports regarding changes in discharge or pre-treatment processes, episodic discharges, and discharges of hazardous wastes.

- o Refer to City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook
- o Refer to City Code on the City’s website at <http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp>
- o Attachment iii-1: City of Woodland Pollution Prevention Program Framework

Plan & Schedule

No further efforts are projected for this element at the present time.

Element iii. Legal Authority

iii-b. Authority to properly design and construct sewer

Requirement	Possess the necessary legal authority to require that sewers and connections be properly designed and constructed.
Discussion	Municipal Code Section 23C-6-5 requires the submission of plans, profiles, and specifications with applications for permits to connect to the collection system to be reviewed and accepted by the City Engineer. Section 23C-6-7 requires the proper design and construction of new sewer system components according to the City Standard Specifications and Details, and the Uniform Plumbing Code. This section requires testing and inspection of system components by the City, including private laterals, and the submission of as-built drawings before the acceptance of any work. This section places the responsibility for maintaining sewer laterals from the property line to the building on the property owner. During the plan check process, the City may require specific sizing of collection system facilities consistent with the latest version of the Sewer System Master Plan. If the Master Plan requires a developer to install facilities that are sized to serve future developments or will otherwise provide an increased level of service to existing customers, the City will contribute funds towards the project per the Major Projects Financing Plan (MPFP). The MPFP is a framework for determining the “fair share” that the City will contribute towards collection system infrastructure required to be installed by developers.
Related Documents	- o Refer to City Code on the City’s website at: http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp - o Refer to the latest edition of the City of Woodland Major Projects Financing Plan (MPFP)

Element iii. Legal Authority

**Plan &
Schedule**

Task	Responsible Party	Scheduled Date
Update City Major Projects Financing Plan	Principal Utilities Civil Engineer	Continuously

Element iii. Legal Authority

iii-c. Authority to ensure access

Requirement	Possess the necessary legal authority to ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.		
Discussion	Municipal Code Section 23C-6-7 includes a provision requiring at minimum a 10 foot wide easement for components of the sewer system located outside the public right-of-way. This easement allows for access by public employees to construct and maintain those portions of the system. Section 23C-6-4 limits work on the sewer system to the owner of private property doing his own house sewer work on his private property		
Related Documents	o Refer to City Code on the City's website at: http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Find sewer utilities that are on private property but have no City easement	GIS Analyst	Continuously
	Conduct a legal review of City's Code to change language to allow City access to all sewer utilities in the collection system	Principal Utilities Civil Engineer	2016 - 2017

Element iii. Legal Authority

iii-d. Authority to limit FOG

Requirement	Possess the necessary legal authority to limit the discharge of fats, oils, and grease and other debris that may cause blockages.
Discussion	Municipal Code Section 19-2-1 lists fats, oils, and grease as prohibited substances that may not be disposed of in the sewer collection system by any user. Section 19-2-5 sets the maximum allowable concentration of oil and grease at 159 mg/l. Municipal Code Section 19-2-2 allows the City Engineer to require any user to install an interceptor or trap on that property's building sewer in order to trap grease, oil, flammable substances, grit, or other harmful substances. This Section requires submission of plans to the City Engineer prior to installation, and that all records of cleaning, waste removal (by a licensed waste hauler), inspection, repairs, and cost are kept and made available to the City Engineer for review. Interceptors, traps, or other pretreatment devices operated by categorical or Significant Industrial Users (SIUs) are permitted under the WIPP and any other interceptors or traps are permitted under the PPP.
Related Documents	o Refer to City Code on the City's website at: http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp
Plan & Schedule	No further efforts are projected for this element at the present time.

Element iii. Legal Authority

iii-e. Authority to enforce any violation

Requirement	Possess the necessary legal authority to enforce any violation of its sewer ordinances.
Discussion	City Municipal Code Sections 23C-3-1 and 23C-3-2 discuss penalties for non-payment of sewer utility bills and methods of enforcing collection of delinquent payment. Section 23C-3-7 allows for criminal prosecution for any tampering or vandalism of the public sewer system. Section 23C-6-15 places the responsibilities for all other enforcement actions aside from fee collections on the City Engineer. This section allows the Engineer to issue warnings to users in violation of the Code and disconnect those users if they do not promptly rectify illegal discharges. The Engineer is also reserved the right to disconnect any users in the event of an emergency during which disconnection is necessary to prevent the WPCF from violating its NPDES permit. The section also allows charges to be issued by the Engineer to any user whose waste discharges cause damage to the collection system, public property, or the environment. Fines for illegal discharges are confined to a range of \$100-\$10,000 dollars per day. Section 19-6-1 requires the City to annually publish in the newspaper a list of significant industrial non-compliant dischargers as a measure to deter illegal discharges. Section 19-6-2 requires that any user who is issued a violation warning must submit to the City a technical report explaining the violation and describing a plan to prevent further similar discharges within 30 days. Additionally, the City may require any user who has caused a significant violation to attend a “show cause” hearing to describe why a specific enforcement action should not be carried out. Section 19-6-3 allows the City to issue cease-and-desist orders that require the user to halt all activities causing an illegal discharge. Section 19-6-4 prohibits the continued habitation of any building which has suspended sanitary sewer service, and allows the City Attorney to seek compensation for damages caused by illegal discharges.
Related Documents	○ Refer to City Code on the City’s website at: http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp
Plan & Schedule	No further efforts are projected for this element at the present time.

Attachment iii-1:

City of Woodland Pollution Prevention Program Framework

CITY OF WOODLAND POLLUTION PREVENTION PROGRAM FRAMEWORK

2015

Summary

In 2006, the State issued the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Agencies which required the City of Woodland (City) to submit a Sanitary Sewer Management Plan (SSMP). One important component of the SSMP is a FOG Control Program. The City implements the control of fats, oils and grease through a Pollution Prevention Program, which is a component of our Industrial Pretreatment Program. In addition to the permitting and inspection activities outlined below, PPP activities also include public outreach events such as *From the Pan to the Can* which stresses the importance of keeping residential cooking oil and grease from going down the drain, the annual *Holiday Cooking Oil Recycling Event* which encourages FOG recycling, and *No Drugs down the Drain* which included a prescription drug take-back event.

The Pollution Prevention Program focuses on commercial and industrial dischargers that are not regulated under the City's Industrial Pretreatment Program (IPP) but whose wastewater discharges are of concern to the City. PPP regulated businesses are divided into three major groups: Businesses of Concern (BOCs), Food Service Businesses (FSBs), and Automotive Related Businesses (ARBs).

Businesses of Concern (BOCs)

Background

Businesses of Concern are commercial businesses that have the potential to cause problems for the WPCF or the collection system. The IPP also uses this classification to permit and monitor businesses because of complaints or chronic collection system maintenance problems. There are 11 businesses of concern currently permitted in the PPP. See Table 1, below.

Current BOC Permits and Permit Conditions

Each PPP permit issued contains both General and Special Permit Conditions. General Permit Conditions require the discharger (permit holder) to comply with provisions of the Code of the City of Woodland, Chapter 19, Section 19-2-1, General Discharge Prohibitions. This section prohibits discharges that could interfere with the operation or performance of the WPCF or could cause the WPCF to be in violation of its NPDES Permit. Section 19-2-1 also lists specific wastewater discharges and practices that are prohibited. An inspection by PPP staff is required at least once a year. Special Permit Conditions tailored to each BOC identify specific actions that the BOC must make to comply with Chapter 19 requirements and when more frequent inspections by PPP staff are required. Special Permit Conditions for permitted BOCs are presented in Table 2.

City of Woodland
Pollution Prevention Program Framework
2015

Table 1: Businesses of Concern Permitted Under the Pollution Prevention Program as of 1/2015

Permit Number	Business Name and Street Address	Nature of Business	Reasons for Inclusion in PPP
P001	Target Distribution Center 2050 E. Beamer Street	Warehousing and transferring merchandise	Wastewater from truck washing, container washing, and forklift battery washing.
P004	Prime Conduit 1776 E. Beamer Street	Manufactures polyvinyl chloride conduit	Flow and pH values of process wastewater.
P005	Rite Aid Distribution Center 1755 E. Beamer Street	Warehousing and transferring merchandise	Wastewater from truck washing and container washing.
P006	Woodland Healthcare 1325 Cottonwood Street	115 bed hospital and surgical center	Flow. Discharges approximately 11,000 gallons per day.
P007	Pacific Coast Producers 1376 Lemen Avenue	Tomato processing and canning	Potential for the discharge of high BOD process wastewater to the sanitary sewer.
P009	Walgreen's Distribution Center 2370 E. Main Street	Warehousing and transferring merchandise	Wastewater from truck washing and container washing.
P010	Interpac Technologies 260 N. Pioneer Avenue	Culinary oil packaging and distribution	Potential for the discharge of culinary oils to the sanitary sewer.
P011	Cache Creek Foods 411 N. Pioneer Avenue	Tree nut product manufacturing and packaging	Potential for the discharge of cooking oils used in the manufacturing process to the sanitary sewer.
P012	La Tourangelle Inc. 1253 Commerce Avenue	Culinary oil packaging and distribution	Potential for the discharge of culinary oils to the sanitary sewer.
P013	Bunge Milling Inc. dba Pacific International Rice Mills 845 Kentucky Avenue	Rice processing	Potential for the discharge of rice washing process to the sanitary sewer.
P014	Yolo County Fairgrounds 1125 East Street	Fairgrounds/Exhibits	Potential for the discharge of animal wastes to the sanitary sewer.

**City of Woodland
Pollution Prevention Program Framework
2015**

Table 2: Special Permit Conditions for Businesses of Concern

Permitted Business Name	Special Permit Conditions
Target Distribution Center	Wastewater from forklift battery washing is discharged to a lime pit for pH neutralization and to an oil and sand separator before final discharge to sanitary sewer. The lime pit for pH neutralization is to be maintained pursuant to manufacturer's specifications and the oil and sand interceptor shall be properly maintained. Annual inspection.
Prime Conduit	Permittee is required to monitor flow and pH values on a weekly basis. Inspections occur annually. Annual inspection.
Rite Aid Distribution Center	Requires that all truck and container washing take place on the contained wash pad only. The wastewater is discharged to an oil and sand separator. Prohibits discharge of wash water to storm drain. Requires pre-treatment of all drainage from truck washing area before discharge to sewer. Requires record keeping on operation and maintenance of wash water pretreatment system. Annual inspection
Woodland Healthcare	Inspection annually for changes in operations.
Pacific Coast Producers	During canning season, process wastewater is trucked to drying ponds for land disposal. However, the cannery does maintain a connection to the City sewer. This connection is valved off and used only in emergencies. The permit prohibits discharge from the waste separator to City sewer through the connection pipe, except with City permission. Annual inspection.
Walgreen's Distribution Center	Requires that all truck and container washing take place on the contained wash pad only. The wastewater is discharged to an oil and sand separator. Prohibits discharge of wash water to storm drain. Requires pre-treatment of all drainage from truck washing area before discharge to sewer. Requires record keeping on operation and maintenance of wash water pretreatment system. Annual inspection
Interpac Technologies	Requires sewer waste management device (Myers grinder pump) be maintained and cleaned sufficiently such that it operates properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Cache Creeks Foods	Requires sewer pretreatment equipment (two hydromechanical grease traps) be maintained and cleaned sufficiently such that they operate properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.

**City of Woodland
Pollution Prevention Program Framework
2015**

La Tourangelle Inc.	Requires sewer pretreatment equipment (one hydromechanical grease traps) be maintained and cleaned sufficiently such that they operate properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Bunge Milling Inc. dba Pacific International Rice Mills	Requires proper sanitization of sewer waste management device (Amerivap dry steam vapor sanitizing machine) be maintained and cleaned sufficiently such that it operates properly at all times. Follow Best Management Practices for spill cleanup, container cleaning, and storm drain protection. Annual inspection.
Yolo County Fairgrounds	Prohibits the discharge of animal waste to the City's sewer system and requires daily cleaning when animals are present. Animal waste has to be removed and deposited in appropriate containers. The City monitors that the plugs are in place at the seven (7) locations that have been identified as illicit connections to the City's storm system. Additionally, prohibits the discharge of cooking fats, oils, and grease to the City's sewer system from the exhibit hall kitchens. Several inspections performed during events, especially during the County Fair. Annual inspection.

Food Service Businesses

Background

The intention of permitting FSBs is to reduce the amount of fats, oil and grease (FOG) entering the sanitary sewer system from food preparation and clean-up. Certain sections of sanitary sewer have historically required frequent cleaning due to solidified oil and grease blockages. FSBs in these problem areas are now permitted by the PPP and have installed pretreatment devices. The resulting reduction in FOG has led to a decrease in oil and grease related problems, such as sanitary sewer overflows, fouling of the WPCF head works, and measurable oil & grease in WPCF effluent. At many FSBs, oil and grease that was once poured down sanitary drains is now recycled or disposed of as solid waste. Through the implementation of this program awareness of oil and grease sources and the proper handling of this waste has increased among FSB owners/managers and City staff as well.

FSB Permit Requirements

FSBs permitted under the PPP are required to comply with City's Wastewater Discharge Ordinance and Special Permit Conditions which include but are not limited to the following: Best Management Practices, accurate record keeping of oil and grease recycling and disposal and if appropriate, installation of pretreatment devices to remove oil and grease from food service wastewater discharges. Permit conditions also require PPP staff to inspect FSBs regularly with an objective of quarterly inspections. Permits are renewed every five years at a minimum.

- BMPs include, but are not limited to, proper handling of FOG, spill prevention and spill cleanup.

City of Woodland
Pollution Prevention Program Framework
2015

- Pretreatment devices required are either oil and grease traps or hydro-mechanical grease interceptors. The type of device required depends on the type of food served and the food service volume (amount of food prepared and/or served per day).
- Pretreatment devices are required to be properly maintained and records of all waste hauled off site are retained on site for review by the PPP.

FSB Permit Status

There are over 150 permitted FSBs currently operating in the City of Woodland. All are inspected regularly with a target of quarterly inspections.

Automotive related Businesses

Background

The intention of permitting ARBs is to reduce or eliminate the introduction of solvents, oils and other hazardous waste fluids related to automotive repair and service to the sanitary sewer system, to lessen the potential to cause interference, upset, or pass-through at the City's WPCF and to enhance the safety of WPCF personnel by reducing the discharge of hazardous materials to the treatment system. ARBs that discharge to the City's sanitary sewer must be connected to an oil/sand separator; those that are not must not have floor drains (except those in restrooms) connected to the sanitary sewer. PPP staff also works with ARBs to educate them on proper storage and management of hazardous wastes.

ARB Permit Requirements

ARBs permitted under the PPP are required to comply with City's pretreatment ordinance and Special Permit Conditions which include but are not limited to the following: Best Management Practices, keeping accurate records of the operation and maintenance of oil/sand separators and if appropriate, installation of pretreatment devices. The permit holder is required to plug all floor drains connected directly to the sanitary sewer except for those located in restrooms. Permit conditions also require PPP staff to inspect the ARB at least once a year; permits are renewed every five years.

- BMPs include but are not limited to the proper handling and disposal of hazardous waste; and chemical use, spill prevention and spill cleanup.
- Pretreatment devices are required to be properly maintained and records of all waste hauled off site are retained on site for review by the PPP.

ARB Permit Status

There are over 40 permitted ARBs currently operating in the City of Woodland. All are inspected regularly with a target of quarterly inspections.

City of Woodland
Pollution Prevention Program Framework
2015

PUBLIC OUTREACH

- Since 2009, the Pollution Prevention Program has been a sponsor of Hometown Green, a radio campaign on KUIC, 95.3 FM. KUIC airs daily outreach/educational spots promoting environmentally friendly activities such as: green waste minimization, storm water pollution prevention and best management practices for reducing the discharge of household fats, oils and grease (FOG). In 2014, KUIC broadcast approximately 300 Hometown Green radio announcements.
- The PPP also held 2 “on location” radio promotion events with KUIC 95.3 FM during which KUIC aired live pollution prevention messages onsite at the City’s Water Pollution Control Facility.
- In 2014, the PPP distributed its “Pan to the Can” FOG brochures, FOG can lids, and “Wipes Clog Pipes” pens, at several community events such as the City of Woodland Recreation Expo, City of Woodland Pharmaceutical Take Back event, the Spring Sidewalk Sale & Craft Fair, Earth Day, the Hot Rod Reunion, Community Resource Fair, and the Yolo County Fair.
- The PPP assisted City of Woodland Environmental Services staff at public outreach events such as Woodland’s annual pharmaceutical disposal event (in which unwanted pharmaceuticals were collected for proper disposal and kept out of the sanitary sewer system) and at the Yolo County Fair. Handouts and information stressing pollution prevention were distributed. Public outreach is a continuous and ongoing effort.
- The PPP held its fifth annual holiday cooking oil and grease recycling event in an effort to keep cooking oil and grease out of the City’s sanitary sewer system. Since the first event in 2010, the PPP has maintained a permanent cooking oil collection site. In 2014, the PPP collected approximately 110 gallons of cooking oil and grease from Woodland community members. Event outreach was provided via promotional flyers (English/Spanish), a promotional banner (English/Spanish) at the entrance to the City’s Wastewater Pollution Control Facility, a large display (English/Spanish) inside Woodland’s City Hall, local newspaper press releases and news articles, local newspaper advertisements (English/Spanish), retail and grocery store displays (English/Spanish), and radio public service announcements.
- The PPP placed over 50 pollution prevention outreach/education advertisements in 3 local news and community publications. Topics included FOG reduction and recycling, proper disposal of so-called flushable wipes, and proper disposal of pharmaceuticals.
- For National Pollution Prevention Week, the PPP issued a press release for publication in the local newspaper and created a large display at Woodland City Hall to promote awareness and pollution prevention.

City of Woodland
Pollution Prevention Program Framework
2015

- The PPP promotes pollution prevention on social media sites, including Facebook and Twitter. Pollution Prevention messages are also posted on the City's "EnviroWoodland" page and Facebook web site advertisements were purchased to promote pollution prevention.
- The PPP utilized the City's web site to advertise and promote Pollution Prevention activities and outreach.
- The PPP partnered with the local hospital to distribute our "Wipes Clog Pipes" brochures as part of the information packet they handout to all new parents when they leave the hospital.
- The PPP partnered with the local food bank to distribute our "Don't Be a Turkey" FOG recycling event information to everyone who received a turkey for the holidays.
- The PPP partnered with the local Salvation Army to distribute both our "Wipes Clog Pipes" brochures and our "Don't Be a Turkey" information to their clients throughout the year.

PROGRAM EFFECTIVENESS

PPP effectiveness is demonstrated by the following:

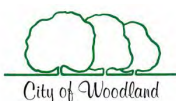
- Frequent inspection of ARBs and FSBs increased awareness of the PPP and ensured that all pretreatment devices are being properly maintained. For example, over 450 PPP inspections were conducted in 2014.
- An updated BMP information sheet was distributed to ARBs (permitted and non-permitted) and FSBs to ensure good housekeeping practices are in place.
- PPP permits issued to food service businesses help reduce the oil and grease discharged to the City's sanitary sewer system and the WPCF. Permitting of FSBs is an ongoing process.
- PPP permits issued to automotive related businesses help reduce the discharge of automotive related waste to the City's sanitary sewer system and WPCF. Permitting of ARBs is an ongoing process.
- Continued to monitor collection system crew work orders to determine trouble areas (grease buildup) in the sanitary sewer system, this information is useful in tracking the effectiveness of our FOG control program.

**City of Woodland
Pollution Prevention Program Framework
2015**

For additional information concerning the City of Woodland Pollution Prevention Program, please contact:

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iv Operation and Maintenance Program

SWRCB Requirement:

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an **up-to-date map** of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
- (b) Describe routine **preventive operation and maintenance** activities by staff and contractors, including a **system for scheduling regular maintenance** and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
- (c) Develop a **rehabilitation and replacement plan** to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and **TV inspections** of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a **capital improvement plan** that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for **developing the funds** needed for the capital improvement plan;
- (d) Provide **training** on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- (e) Provide **equipment and replacement part inventories**, including identification of critical replacement parts.

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This SSMP section describes various aspects of the City's operation and maintenance program, which plays a vital role in meeting the City's goals outlined in section i of the SSMP. The City's approach to implementing an effective O&M program is to plan strategic observation of the entire collection system and streamline the transfer of field data into GIS, CMMS, and CA&CIP modules that will facilitate proper record keeping and informed scheduling and funding decisions regarding preventative maintenance and repair activities. This section fulfills the requirements of GWDR SSMP mandatory element iv.

Element iv. Operation and Maintenance Program

iv-a. Maintain an up-to-date system map

Requirement	Maintain an up-to-date map of the sanitary sewer system showing all gravity segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities.
Discussion	The City of Woodland currently possesses maps of the sewer collection system on three media (hard copy, AutoCAD, and GIS). Accurate system maps are essential to effectively manage the sewer collection system. Knowledge of the location of assets and the information associated with those assets is key to activities such as routine preventative maintenance, capital improvement planning, rehabilitation / replacement design, etc. It is important that system maps geographically represent assets as well as contain the necessary data for those assets. The City's hard copy and electronic system maps contain the following information: ➤ Sewer Manholes (ID, size, rim elevation, invert elevation, install date) ➤ Sewer Gravity Piping (ID, size, material, length, downstream & upstream invert elevations, slope, install date) ➤ Lift stations (ID) ➤ Force Mains (ID, size, material, length) ➤ Valves (ID, type, size) ➤ Geographical features (street names, waterways, parcels) ➤ Storm Drain Inlets (ID, size, rim elevation) ➤ Storm Drain Manholes (ID, size, rim elevation, invert elevation, install date) ➤ Storm Drain Gravity Piping (ID, size, material, length, downstream & upstream invert elevations, slope, install date) ➤ Storm Drain Outlets (receiving waterway) GIS maps are maintained by the GIS Analyst in the IT Division under the Administrative Services Department. Hard copy and AutoCAD mapshare maintained by the Utilities Engineering and Utilities Maintenance Divisions under the Public Works and CDD Departments. Changes to the collection system maps occur in one of four ways, namely: 1) new development 2) completion of capital projects 3) rehabilitation or replacement work 4) revisions based on field inspection

Element iv. Operation and Maintenance Program

It is important that these changes are quickly and efficiently incorporated into the system maps. The following outlines the general process by which updates to centrally available maps are made.

New Development / Capital Improvement Project /

Rehabilitation & Replacement Project Map Updates

To assist in keeping the maps as up-to-date as possible, the City requires that surveyors or engineers submit electronic as-built drawings of new development or capital improvement projects under City Municipal Code Section 21-16-5 – “Digital graphics file submittal required”:

The city shall require the surveyor or engineer preparing a map or plan to submit to the city, in addition to the material concurrently being submitted for map checking and recordation purposes, a digital graphics file of the map(s) and/or plan(s). At the completion of the project a digital file of the map(s) and/or plan(s) shall be submitted as-built. The digital graphics format and version shall be determined by the city engineer. (Ord. No. 1378, § 3 (part).)

All engineering plans for site / civil improvements are reviewed by the City Engineering Department. The City’s Standard Specifications and Details, Section 2, defines the process for approval of improvement plans. This process requires the submittal of both hard copy and AutoCAD plans before approval for construction, and the submittal of both hard copy and AutoCAD as-built plans before final inspection, acceptance, or issuance of a certificate of occupancy. Both the hard copy and electronic as-built files are sent from the Engineering Department to the Engineering Technician in the Utilities Engineering Division of the Engineering Department. The Engineering and GIS Technician is responsible for initiating the following process (see **Attachment iv-1**):

1. File hard copy and AutoCAD plans appropriately.
2. Update the master sewer collection system AutoCAD map using the AutoCAD plans received from the Engineering Department.
3. Export an updated shape file for any layers which have been updated in the master AutoCAD map and GIS.
4. Forward the any missing utilities to the GIS Tech for GPS and coordinate with the inspector on the job site for opportunity to GPS utilities, including any new asset data in the field for updating the GIS shapefiles. The GIS Tech/Analyst will make updates to the Cityworks and CowGIS maps.

Element iv. Operation and Maintenance Program

In the event that civil improvement plans are not required to be submitted for a simple asset rehabilitation project (i.e. CIPP lining, etc.), the Principal Utilities Civil Engineer will email ISAC with the project information for the GIS Tech to execute the steps outlined above.

Field Revisions of Master Sewer Collection System Mapping

Electronic versions of the sewer collection system GIS map are available to City staff through the City computer network. Field staff have access to electronic versions of the City maps that they can view and edit in the field based on field inspections using the redline process. The redline process has been developed to allow field staff to submit recommended additions and corrections to GIS features.

Utility Maintenance Workers can make redline changes to the GIS maps by marking changes on a pdf map and submitting into a designated network location. Redline changes are stored in their own GIS layer that tags which field crew member submitted the redline, when the redline was created, when the GIS Tech made the correction or addition, and a hyperlink to the original submitted pdf map. The GIS Tech is responsible for viewing the redline changes. Only the GIS Tech/Analyst has the ability to integrate the proposed redline changes into the live geodatabase for the central sewer collection system GIS map. The Utilities Supervisor is able to review all redlined features through a QC process for final approval of addition. When redlines are received, the GIS Tech is responsible for initiating the following process:

1. Change the status of the QC field in the redline layer to “Unapproved”, which flags the Utilities Supervisor to approve redline changes.
2. Utilities Supervisor reviews redline changes and makes any necessary comments.
3. GIS Tech/Analyst makes any required changes to the redline mark-ups per Utilities Supervisor review comments.
4. Utilities Supervisor changes QC status to “Approved”. When QC status is set to approved, redlines changes are automatically incorporated into production version of GIS geodatabase.
5. Annually, the GIS Tech/Analyst completes a shapefile export for each feature class which is sent to the Engineering Technician for incorporation into the AutoCAD mapping system.

Element iv. Operation and Maintenance Program

Related Documents

Completion of redline mark-ups can be reviewed using the data available in the redline GIS layer attribute tables, and is also tracked using performance indicators.

- o Refer to City of Woodland Map Book
- o Refer to City of Woodland Standards and Specifications, Section 2
- o Attachment iv-1: CAD/GIS Project Workflow Map

Plan & Schedule

Task	Responsible Party	Scheduled Date
Ensure completion of GIS mapping of stormwater infrastructure.	GIS Analyst	Ongoing
Obtain updated aerial photography to supplement GIS mapping.	GIS Analyst	Bi-Annually
Update system maps to include new developments, capital improvement projects, and field corrections.	GIS Analyst/ Civil Engineers/ Engineering Tech.	Continuously

Element iv. Operation and Maintenance Program

iv-b. Routine preventative O&M activities

Requirement	Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The preventative maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.
Discussion	<u>Currently Practiced Preventative O&M Activities</u> <i>Video Inspection of Sewer Lines</i> A specialized video camera is passed through the pipes to identify problems (cracks, breaks, roots, etc.) and to develop planned, proactive schedules for maintenance. The City’s goal is to video inspect the entire sewer collection system (excluding laterals) every 7 years. The City’s CCTV crews are also responsible for cleaning and inspecting the storm drain facilities, and are only available for approximately 9 months a year to inspect the sewer collection system. Pipes that have experienced SSOs, are known to be structurally deficient, or are known to suffer from consistent buildup of debris may be scheduled for CCTV inspection at shorter intervals (less than 7 years) as deemed necessary by the City. Some high-priority pipes are also visually inspected on a weekly basis (see Attachment iv-2). CCTV inspections of infrastructure serving new developments are done during final project inspection and again during the 11th month warranty inspection. Protocols for CCTV inspection are documented in the City’s written “Video Inspection Program”. <i>High-Velocity Cleaning of Lines</i> Pipelines are flushed to remove obstructions, maintain flow capacity, and prevent blockages. The work requires specialized equipment to clean the line back to a manhole and then vacuum the debris out. System capacity issues, odors, and blockages are likely to occur, and vectors can be drawn to the area if lines are not cleaned. The City’s goal is to clean the entire sewer collection system (excluding laterals) every 5 years. The actual frequency of cleaning for each pipe will depend on CCTV inspection observations and SSO / emergency event data, with priority pipes receiving more frequent cleanings. Maintenance crews currently have a weekly sewer main cleaning list and a quarterly cleaning list for priority pipelines subject to debris accumulation or blockages (see Attachment iv-3 and Attachment iv-4, respectively).

Element iv. Operation and Maintenance Program

Typically, any pipeline that experiences an SSO or blockage is placed on the quarterly cleaning list. Pipelines may also be placed on either the weekly or quarterly cleaning lists at the discretion of Utility Maintenance Workers based on field observations or work order data. Pipes may be removed from cleaning lists if Utility Maintenance Workers observe minimal debris being removed from the lines during consecutive cleanings over the period of one year with supervisor approval. Protocols for sewer flushing are documented in the “City of Woodland Public Works HVVC Best Practices Manual” and Utility Maintenance Workers are mentored by the Senior Utility Maintenance Worker.

Dye Testing

A non-toxic dye is introduced to a water source that is suspected to be infiltrating the sanitary sewer collection system. The downstream manhole in the collection system is monitored for dye. If the dye is observed in the downstream manhole, it indicates an unwanted connection or infiltration of the system. Dye testing is performed as needed if CCTV inspection cannot pinpoint sources of identified inflow and infiltration.

Flow Monitoring

The WPCF Chief Plant Operator oversees the collection of flow data at the City's two lift stations (Gibson Ranch and Spring Lake) and at the headworks of the plant. Flow monitoring data is compared to estimates of sanitary flow produced by all collection system connections to generally quantify overall infiltration and inflow rates. Flow monitoring is also performed (typically by consultants) across the collection system every 5-10 years or in conjunction with a sewer system Master Plan update. Refer to SSMP section viii-a for more information regarding flow monitoring.

Sewer Main Line Repairs / Replacements

Sewer main line repairs and replacements are done in response to video inspection and emergency call data. Video inspection results are reviewed by the Superintendent, Supervisor and Principal Civil Engineer. A list of rehabilitation and replacement projects are developed by the Superintendent and Principal Civil Engineer utilizing the City's Condition Assessment and Capital Improvement Planning Module (CA&CIP Module). This software module uses a combination of CCTV data and GIS data to prioritize rehabilitation and repair of sewer collection system assets based on a quantitative “risk of failure” assessment generated by the module. The structural condition, location, and accessibility of the pipe determine whether assets are repaired in place or replaced completely. Marginal asset repairs in areas that are ready for street reconstruction or slurry-sealing are commonly

Element iv. Operation and Maintenance Program

performed in advance of these projects if possible. The City uses GIS information available from other City departments to coordinate sewer repairs and replacements with other City infrastructure projects where feasible.

Sewer Lateral Repairs

The City owns the portion of the sewer lateral from the back of the sidewalk to the mainline of the sewer collection system, and the customer owns the portion of the lateral from the connection to their building to the back of the sidewalk. Laterals are inspected in conjunction with street overlay projects, and any laterals that are either found to be structurally deficient, do not have cleanouts, or are constructed of Orangeburg are removed and replaced with cleanouts according to current City standards during re-construction of the street. Repairs of laterals are also performed in response to emergency calls.

The City is currently in the process of developing a program that will start slip-lining laterals that are at risk of root intrusion instead of the current foaming of laterals that is a quarterly preventative maintenance task for staff to negate root intrusion but doesn't have a lasting impact as the slip-lining would have on laterals which would reduce lateral SSOs in the City.

Manhole Inspection and Repair

Manholes are inspected frequently in conjunction with periodical preventative maintenance, as well as with every crew-performed HVVC and CCTV inspection. Minor structural deficiencies are repaired by Utility Maintenance Workers, and large problems are addressed by nomination to the City CIP list. Manhole repairs may also be included and scheduled in the operation and maintenance budget for any given year. Typically, manhole repairs will be completed during rehabilitation or replacement of adjacent pipelines.

Root Control

Tree roots growing into the main lines and blocking the wastewater flow are killed with industry-standard chemicals. This work is typically attended to by the City maintenance crew, although isolated cases are contracted out. Problem areas are identified by CCTV inspection and the frequency of root control treatments are set based on observations made during inspections, the occurrence of blockages due to root buildup, or contractor recommendations.

Element iv. Operation and Maintenance Program

Clean-out Program

A City clean-out installation program was implemented in 1996 in response to problems of sewage backing up in homes and businesses. Sewer lateral clean-outs are installed in response to customer complaints on the City's lateral on an as-needed basis and the City clean out is only installed on a PUE or City property. Clean-outs are routinely installed in conjunction with street overlay and reconstruction projects.

Sewer Lift Station Inspection and Maintenance

The City's two sanitary sewer lift stations (Gibson Ranch and Spring Lake) are continuously monitored by the WPCF SCADA system. Alarm set points are set up in the event a station malfunctions or a power failure occurs. The SCADA will call the on-call WPCF Operator to respond to the alarm condition. On a daily basis the WPCF Operators inspect the lift station pumps and control panels, and in the case of Spring Lake lift station, inspect the back-up generator as well. Gibson Ranch lift station will be served by a portable generator in the event of a sustained power failure.

Semi-annually, the electric shop thoroughly inspects the electrical control panels and replaces worn electrical components as needed. The submersible pumps are inspected semi-annually and repaired as called out in the O&M manuals. The Spring Lake O&M manuals are stored on-site and at the WPCF. The Gibson Ranch lift station O&M manuals are stored at the WPCF. Each lift station has one pump on bench stock. In the event of a pump failure the failed pump can be removed and the new pump put in its place the same day. The pumps at the lift stations are scheduled for replacement on 11 year cycles. The Gibson Ranch lift station pumps were replaced in 2007 and the Spring Lake lift station was brought online in December 2005.

Lift station maintenance work is documented in the Cityworks CMMS to track past maintenance and scheduled preventative maintenance work. Also, log books are kept on-site and signed by the WPCF Operator during the daily inspections. An example lift station maintenance log is included in **Attachment iv-5**.

Cityworks CMMS

All preventative maintenance activities are scheduled with asset-specific frequencies determined by condition assessment data from CCTV inspections or historical field data, as described in SSMP section iv-c. Regular sewer flushing and CCTV work is scheduled manually during annual updates to the City's written flushing and CCTV programs, in order to maintain the City's goal of a 5-year flushing and 7-year CCTV

Element iv. Operation and Maintenance Program

inspection cycle. Regular visual inspection and flushing of pipes subject to debris accumulation are also scheduled and updated manually using spreadsheets. However, IT staff is working on providing a PM scheduler within Cityworks to meet the needs of O&M staff to maintain a PM program. Completion of new COW PIE scheduled for Winter of 2015.

Utility Maintenance Workers use the following strategy to schedule and document preventative maintenance work:

1. Maintain annual scheduling spreadsheets for the following regular preventative maintenance activities:
 - Regular CCTV Inspection (approximately 10% of total system per year, in addition to inspections of any assets with scheduled increased frequency inspections)
 - Regular Flushing (approximately 15% of total system per year)
 - Weekly Priority Pipe Sewer Main Inspections
 - Weekly Priority Pipe Sewer Main Flushes
 - Quarterly Priority Pipe Sewer Main Flushes
 - Root Control
2. When preventative maintenance work is performed, open and close work orders for the work on the same day it is completed. Also record completion dates manually on the scheduling spreadsheets as work is performed.
3. As field work is performed and observations are made, manually add or remove assets from regularly scheduled maintenance spreadsheets as necessary.
4. Quarterly, review the scheduling spreadsheets to determine areas where more focus may be required to complete scheduled work.
5. Semi-annually, run a Crystal Report against the CMMS database to identify any assets with more than two work orders in the past year, and review the report to determine if any of the identified assets are not on a regular preventative maintenance schedule. Add identified assets to regular preventative maintenance lists as appropriate.
6. Annually, file electronic and paper copies of PM scheduling spreadsheets for documentation.

The CMMS is also used to document all un-planned service calls and spill responses. In addition, all CCTV inspection report data can be accessed via the CMMS database and the COWGIS portal.

Element iv. Operation and Maintenance Program

Related Documents

- o Refer to City of Woodland Video Inspection Program Manual
- o Refer to City Public Works HVVC Best Practices Manual
- o Attachment iv-2: Example Weekly Sewer Main Inspection List
- o Attachment iv-3: Example Weekly Sewer Main Flush List
- o Attachment iv-4: Example Quarterly Cleaning Route
- o Attachment iv-5: Example of Lift Station Maintenance Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Create a Lateral Repair Program including plans and protocols for inspecting and repairing private laterals, including a mandatory lateral inspection program required at the time of property sale.	Principal Utilities Civil Engineer	January 2015 - December 2015
Run Crystal Report to identify assets with more than 2 work orders in the past year that may need to be placed on increased frequency PM schedules.	Engineering Technician	Semi-Annually
Conduct or contract out scheduled preventative maintenance activities	Utility Supervisor / Utility Maintenance Workers	Continuously
Enter all work orders in CMMS.	Utility Supervisor	Continuously
Update preventative maintenance activity schedules and frequencies by asset based on field observations, CCTV inspections, and "risk of failure" evaluations (SSMP section iv-c).	Utility Supervisor	Continuously



Element iv. Operation and Maintenance Program

iv-c. Prioritization program for impaired sewer collection system assets

Requirement	Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.
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Discussion	<u>CCTV Inspection</u>
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	As discussed in SSMP section iv-b, the City has a 7 year cycle for CCTV inspection of its entire sewer collection system. The City's Video Inspection Program includes a schedule that divides the collection system into 29 sub-basins. The City has a schedule running from 2008 through 2015 that details which basins will be inspected each year, and creates a specific weekly segment inspection schedule at the beginning of each year. In addition to inspections conducted on the 7 year cycle, more frequent inspections may be scheduled for pipes with a high "risk of failure" as determined by analysis of condition assessments. Currently, the City owns a van equipped with the ITPipes inspection software system. ITPipes can be configured to produce inspection reports using NASSCO PACP methods. The City transfers reports produced using ITPipes by the CCTV crew in the field into the City's CMMS. All City staff involved with the CCTV inspection process are NASSCO trained and certified. The City maintains standards for CCTV inspections in the City Standard Specifications and Details, 2010 Section 18.
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	<u>Pipeline Condition Assessment Protocol</u>
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	The City uses its CA&CIP Software Module to assign an overall quantitative "risk of failure" rating to every asset in the sewer collection system that has been inspected by the CCTV crew. The risk rating represents a combination of the "criticality of failure" and the "probability of failure" of the asset. Assets that pose the greatest risk of failure to the City are those that are considered most likely to fail in the near future (high probability of failure) and will result in the most costly response (high criticality of failure). Assets with the highest risk ratings are given the highest priority in terms of preventative maintenance or rehabilitation / replacement activities.
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Element iv. Operation and Maintenance Program

Criticality of Failure Criteria and Rating

The “criticality of failure” of each pipe is determined by the three factors of potential spill volume, proximity to a waterway, and public impact of a potential asset failure.

Output from the City’s sewer system hydraulic model is used to determine peak wet weather flow rates for each asset, and a “spill volume” rating (1-5) is applied to each asset based on the flow rate. Pipes with larger peak flow rates have the potential to cause larger spills and will receive higher spill volume ratings. If peak wet weather flow data is not available for a particular asset from the City’s hydraulic model, a peak flow estimate is made using Manning’s Equation and the City’s standard Manning’s roughness coefficient (based on the pipe material), the maximum depth-to-diameter value (according to the City design standard) , and the minimum pipe slope (based on the pipe size).

The “proximity to waterway” rating (1-5) is assigned to each asset using a series of “select by location” queries in GIS. The rating is assigned manually using queries that select assets based on their proximity to storm drain inlets and waterways. Assets located closest to waterways present the highest risk of a Category 1 SSO should a spill occur. Spills to waterways may cause more significant cleanup costs, public health issues, fines, and enforcement responses from the SWRCB than spills that do not reach waterways.

The “public impact” rating (1-5) is also assigned to each asset using a series of “select by location” queries in GIS. The rating is assigned manually using queries that select assets based on their proximity to public facilities (i.e. schools, hospitals) and location with respect to major transportation routes. Public impact ratings may also be assigned manually based on the potential construction cost associated with repairing failed assets that are difficult to access, such as those constructed under buildings, highways, or waterways. Assets that would result in more significant public impacts in the case of an unexpected failure such as the disruption of public facility operation, disruption of traffic, or high emergency repair costs present a higher risk to the City.

Once a numerical spill volume, proximity to waterway, and public impact rating is assigned to each asset, an overall criticality of failure score is determined as the weighted total of these ratings. The City may adjust the weighting factor for each of the three components of the criticality of failure score during the condition assessment process to calibrate results. Finally, a criticality of failure rating (1-5) is assigned based on the calculated score.

Element iv. Operation and Maintenance Program

Probability of Failure Criteria and Rating

The “probability of failure” for each pipe is determined by the four factors of structural integrity, O&M status, maintenance history, and hydraulic capacity.

A “structural integrity” and “O&M status” rating (1-5) is calculated for each asset based on CCTV condition assessment results using NASSCO PACP methodology and a customized algorithm. The algorithm calculation routine used by the City within the CA&CIP Software Module is described below:

1. Every observation made during a CCTV inspection using NASSCO PACP methodology is classified as a structural, O&M, or miscellaneous observation. Additionally, every structural or O&M observation code is associated with a 1-5 “grade”. A grade 1 observation represents less severe defect types, and a grade 5 observation represents the most severe defect types. For each CCTV inspection, a database of all recorded structural and O&M defects and the associated grades of each observation is generated by ITPipes. The CA&CIP Module automatically queries CCTV inspection databases created by ITPipes to obtain data.
 2. An “equivalent” structural and O&M grade is calculated for each observation. For point defects, the equivalent grade is equal to the structural or O&M grade (1-5). For continuous defects, the equivalent score is equal to the structural or O&M grade multiplied by the length of the continuous defect divided by 5.
3. The total structural score is calculated as follows:
EQUATION 1: $\text{Total Structural Score} = \text{Highest Structural Grade} \times 100 + \text{Sum of Equivalent Structural Grades} + \text{Sum of Equivalent Structural Grades} / \text{Pipe Length} \times 100$
4. The O&M score is calculated as follows:
EQUATION 2: $\text{Total O\&M Score} = \text{Highest O\&M Grade} \times 100 + \text{Sum of Equivalent O\&M Grades} + \text{Sum of Equivalent O\&M Grades} / \text{Pipe Length} \times 100$
5. A structural and O&M rating (1-5) is assigned to each inspection based on the calculated structural and O&M scores. The City determines ranges of structural and O&M scores that fall into the 1-5 overall structural and O&M rating categories.

Pipes that are in deteriorated structural condition (i.e. cracks, corrosion, collapse, etc.) and / or have O&M-related defects (i.e. FOG buildup, root intrusion, etc.) are more likely to experience a structural or service failure that results in an SSO, and therefore present a higher risk to the City.

Element iv. Operation and Maintenance Program

The City also calculates risk scores for assets that have not yet been CCTV inspected. For assets without completed inspections, a “structural integrity” rating is assigned based on the age of the asset. Older assets are generally more likely to be in a more deteriorated structural state. Additionally, an “O&M status” rating is assigned based on the pipe material. Based on the experience of City staff, pipelines of specific construction materials have required more frequent preventative maintenance and resulted in higher levels of call-outs and SSOs in the past. The City can identify specific pipe materials with the CA&CIP Module Software and automatically assign an “O&M status” rating based on the material in lieu of available CCTV data by which the rating can be assigned.

A “maintenance history” rating (1-5) is assigned to each asset based on the number of work orders associated with the asset in the past 5 years in the City’s CMMS. A high number of past work orders is an indicator of the possibility of future maintenance requirements, possible SSOs, and elevated risk to the City associated with the asset.

A “hydraulic capacity” rating (1-5) is assigned to each asset based on the depth-to-diameter ratio of the current peak wet weather flow as determined by the City’s hydraulic model. Assets that have little to no available hydraulic capacity are more likely to cause an SSO if a blockage or structural failure occurs.

Once a numerical structural integrity, O&M status, maintenance history, and hydraulic capacity rating is assigned to each asset, an overall probability of failure score is determined as the weighted total of these ratings. The City may adjust the weighting factor for each of the four components of the probability of failure score during the condition assessment process to calibrate results. Finally, a criticality of failure rating (1-5) is assigned based on the calculated score.

Overall Risk of Failure Rating

The overall risk of failure rating (1-5) is determined using a matrix that is based on the overall criticality of failure and probability of failure ratings. The City uses the risk of failure rating to prioritize capital improvement projects that are included in the capital improvement plan. Assets that receive high risk of failure ratings that have not had formal condition assessments completed are scheduled for condition assessment on a more rapid timeline. The City completed a thorough evaluation of the “risk of failure” using the methodology described above for its Beamer Street and 48” sewer trunk lines, after a CCTV condition assessment was completed in

Element iv. Operation and Maintenance Program

2008. These trunk lines are unlined RCP pipes that are located directly upstream of the City's water pollution control facility. The evaluation was completed in order to help prioritize the rehabilitation of these trunk lines which were deteriorated due to hydrogen sulfide corrosion. The methodology used in the evaluation mirrors the calculations that are completed automatically by the City's CA&CIP Module Software, and described above, to help prioritize capital improvement projects identified by the condition assessment program.

Manhole Condition Assessment Protocol

The City completes manhole inspections on a 10-year cycle in conjunction with CCTV inspection. Utility Maintenance Workers document manhole condition assessment using the standard ITPipes manhole inspection form which employs NASSCO Manhole Assessment and Certification Program (MACP) methodology. The data captured in ITPipes can be stored in the CMMS database and linked to manhole assets. Typically, unless severe manhole condition issues are identified, manhole repairs are either conducted as needed internally by City crews, or scheduled for repair as part of pipeline rehabilitation or replacement projects. Flat bottom (no channelization) and brick manholes are priorities for repair. In the case that significant manhole repairs are required based on condition assessment results apart from pipeline projects, a capital improvement project will be generated and prioritized based on MACP condition rankings and case-specific issues with pipeline projects using the risk of failure prioritization process.

Preventative Maintenance & Capital Improvement Plans

The City constantly updates its CA&CIP Module as new field data is received. The Superintendent and Principal Utilities Civil Engineer analyze inspected collection system assets according to the calculated risk of failure rating to produce both a preventative maintenance and capital improvement plan which will strategically utilize available funding to remedy the assets in the system that pose the highest risk in terms of public safety and potential cost of failure. The City reviews condition assessment results on a case-by-case basis, and will reference CCTV inspections captured in the ITPipes software to determine the appropriate timeline and method of repair. The Superintendent and Principal Utilities Civil Engineer use the CA&CIP Module to methodically review condition assessments in a prioritized manner, and document repair methods and capital improvement project scheduling decisions based on quantitative condition and risk assessments.

Element iv. Operation and Maintenance Program

The Superintendent and Principal Utilities Civil Engineer use the CA&CIP Module to create a ten year capital improvement plan which strategically “bundles” together necessary rehabilitation or replacement projects. Projects may be bundled by risk, for example the highest risk assets may be bundled into the first year of the capital improvement plan. Projects may also be bundled by geographic proximity, construction methodology, or ease of coordination with other City projects. The Superintendent and Principal Utilities Civil Engineer organize these bundles into a ten year schedule which will be updated annually based on condition assessment work completed and new field data.

The CA&CIP Module and review of CCTV condition assessments is also used to identify O&M issues and recommend preventative maintenance schedules by asset. The Superintendent utilizes his maintenance crew to perform preventative measures at a frequency which will prevent potential SSOs and delay the deterioration of specific medium to low risk assets. Preventative maintenance may also be assigned in the short term to prevent SSOs for assets scheduled for rehabilitation or repair in future years.

The Superintendent and Principal Utilities Civil Engineer also incorporate capacity deficiency driven projects (identified in the latest sewer system Master Plan) into the capital improvement plan, described in section viii of the SSMP. Typically, the timeline for construction of sewer system improvements associated with development is coordinated with the construction schedule for associated development projects, and funding is tied to development impact fees. Any improvements identified by the sewer system Master Plan or hydraulic model that are required under existing peak wet weather conditions to prevent capacity related SSOs are addressed immediately on a rapid timeline regardless of the overall risk of failure rating determined by the CA&CIP Module algorithm.

Major lift station repairs and improvements are typically included in the capital improvement plan on timelines according to lift station O&M manual recommendations or WPCF Operator recommendations regarding equipment condition and service life. Lift stations are not included in the quantitative 1-5 risk rating prioritization process and are repaired solely based on Operator recommendations.

Fund Development

The Superintendent and the Principal Utilities Civil Engineer annually submit a list of capital improvement projects, project descriptions, and cost estimates to the City Manager, Finance Officer, and Director of Public Works, who make up the Capital Projects Committee. Projects are reviewed, and if

Element iv. Operation and Maintenance Program

approved, they are incorporated into the overall City capital improvement plan (CIP). The City capital improvement plan is updated annually and lists projects ten years into the future. Each year, the Superintendent also submits an operation and maintenance budget, which estimates the funding required to support staffing levels and retain the equipment necessary to perform regularly scheduled maintenance activities. The O&M budget also projects O&M costs ten years into the future based on knowledge of infrastructure expansions identified by the sewer system Master Plan.

As discussed in section 0 of the SSMP, funding for the sewer collection system comes from the utility enterprise fund (fund 220). Funds are allocated to support O&M activities and capital improvement projects. The CA&CIP Module is capable of producing planning level cost estimates for both O&M activities and rehabilitation / replacement projects. The Superintendent or Principal Utilities Civil Engineer calculates the projected costs of performing increased frequency O&M activities on at-risk assets that are scheduled for repair or replacement in the future, and incorporates those costs in the overall consideration of project scheduling with respect to budgeting constraints. The Superintendent and Principal Utilities Civil Engineer evaluate and estimate available funding, and strategically schedule project bundles so as to best coordinate with funding projections. The Superintendent and Principal Utilities Civil Engineer use the CA&CIP Module to produce reports presenting condition data, cost estimation data, O&M activity schedules, and rehabilitation / replacement schedules to justify requests for funding.

The implementation of the CA&CIP Module (2009) and the availability of extensive condition assessment data coincides with the shift by the City Financing Department to a performance-based budgeting system. The CA&CIP Module was upgraded in 2013 with more GIS assets and hydraulic model information. The CA&CIP module is used to track the overall condition and risk of failure rating of the collection system to help justify the funding required to maintain an acceptable level of risk so as to produce a desired level of service now and into the future. The latest rate study, produced in 2013, took into consideration a detailed list of necessary rehabilitation and replacement projects identified by the Superintendent and Principal Utilities Civil Engineer. Including the O&M budget for repair/replacement of sewer infrastructure by City staff.

Element iv. Operation and Maintenance Program

GASB-34 Reporting / System Valuation

Currently the City's Finance Department calculates and reports GASB-34 compliant infrastructure asset and expense reports. The City has calculated the initial cost of constructing all sewer collection infrastructure it currently owns, which is reported as a net asset. Operation, maintenance, and repair costs are also capitalized. Depreciation of infrastructure is reported as an expense, and is estimated based on assumed service lives for each asset type within the collection system.

A long term goal of the Utility Maintenance Division is to assess the condition of all sewer collection system assets with CCTV inspection and the CA&CIP Module, and set a goal baseline average system condition rating that is consistent with level of service objectives. The CA&CIP Module will be used to plan for capital improvement projects so as to maintain the goal baseline condition rating. This strategy may allow the City to utilize the modified infrastructure cost reporting method accepted by GASB-34. This method requires only reporting of capital assets based on historical construction cost, and reporting of preservation costs (O&M and capital improvement) to maintain the infrastructure at the baseline condition. Asset depreciation calculations are not required using the modified reporting method.

Related Documents

- o Refer to the City of Woodland Video Inspection Program
- o Refer to City of Woodland Standard Specifications and Details, 2010 Section 18
- o Refer to "Beamer Street & 48" Trunk Sewer Line Rehabilitation Project Preliminary Design Technical Memorandum", Kimley-Horn & Associates, 2008
- o Refer to the City of Woodland Comprehensive Rate Study, 2013
- o Refer to the City of Woodland MPFP, 2008
- o Refer to "Condition Assessment and Capital Improvement Planning Software Module Conceptual Design Technical Memorandum", WaterWorks Engineering, 2013
- o Refer to City of Woodland CA&CIP Module Software
- o Refer to current City of Woodland Capital Improvement Plan

Element iv. Operation and Maintenance Program

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Upload all CCTV, CMMS, hydraulic model output, and GIS data into the CA&CIP module and obtain risk ratings for all assets	GIS Tech/Analyst	Continuously
	Train staff on the use of the CA&CIP Module.	Engineering Technician	Continuously
	Update near-term CCTV inspection and flushing schedule to maintain 7-year system-wide CCTV inspection and 5-year system wide flushing frequencies.	Utility Superintendent / Senior Utility Maintenance Worker	Annually
	Complete scheduled condition assessments and upload data into the CA&CIP Module.	Senior Utility Maintenance Worker	Continuously
	Work to obtain the funds necessary to support the preventative maintenance and capital improvement budgets by producing and presenting data that justifies funds needed to maintain acceptable system "risk".	Utility Superintendent / Principal Utilities Civil Engineer	Continuously

Element iv. Operation and Maintenance Program

iv-d. Training

Requirement	Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.
Discussion	<u>Certification</u> The City requires current CWEA certification of all staff involved with the operation and maintenance of the sewer collection system. Required levels of certification are identified within the job descriptions of each position. The City requires staff to regularly attain continuing education units or contact hours to maintain certification. The Public Works Department tracks the certification of all employees. The requirements and certifications held for each position are included in Attachment iv-6. <u>Yearly Performance Reviews</u> Newly hired employees must undergo a one-year probation period, after which they are evaluated annually using a standard performance evaluation form, which is included in Attachment iv-7. Performance reviews are used to identify individuals who have obtained skill sets required to fill positions requiring higher levels of qualification and to quantify bonuses. <u>Training Activities</u> The City provides the following types of training activities: ➤ tailgate discussions ➤ periodic drills ➤ critique of recent large projects ➤ mentoring of new staff Training is provided in the following areas: ➤ Safety ➤ Confined space entry ➤ Record keeping ➤ Traffic control ➤ SSO/Emergency response ➤ Trench/Shoring ➤ Equipment use ➤ Standard O&M operating procedures

Element iv. Operation and Maintenance Program

The Utility Maintenance Division has monthly training meetings and weekly tailgate discussions. A training schedule is established at the beginning of each year on a 12 month horizon. The 2014 training schedule topic list is included in **Attachment iv-8**. The weekly tailgate meeting typically includes a presentation, a discussion, and a review of material safety data sheets for various chemicals and products used by O&M employees. The material for the presentation and discussion is obtained from AWWA training programs. For 2013, the Utility Maintenance Division used the “Let’s Talk Safety” program, which includes 52 discussion outlines and power point presentations on various topics ranging from equipment and chemical safety to tips on how to handle workplace violence.

Documentation of Training

The Public Works Department uses the Training Management System (TMS) software produced by Collaborative Quality Systems (CQS) to document employee training. According to the CQS website (<http://www.coqusys.com/TMS.htm>), “The Training Management system organizes the user's training information into basic categories: Personnel, Job Profiles, Job Requirements, Departments, and Specifications. Once this base information is entered, training requirements are easily identified by employee, by department, and by specification. As training is completed, information on the training class is entered along with the attendees.” The TMS provides the utility the following functionality:

- Meets ISO9001/2000 requirements.
- Ability to produce employee training records on demand.
- Ability to generate "Training Needed" reports by Employee, by Specification, and by Department
- Ability to maintain and print Job Profiles with training requirements.
- Ability to View, Print or Email any Report.
- Manages revisional training and annual certification training.

The TMS software is managed by the Administrative Clerks, who are in charge of inputting training data for all employees. The database stores information on training topics, training administrators, dates, # of hours, etc. Every year, the Clerk prints “Training Needed” reports for each employee and distributes them as a reminder if any training is required per the schedules established in the TMS software to maintain certifications. Continuing education credits to maintain certification are obtained by attendance at various conferences, held by agencies such as CWEA, AWWA, ASCE, etc. An example TMS employee training history log is included in **Attachment iv-9**.

Element iv. Operation and Maintenance Program

The Director of Public Works has expressed interest in switching to a new training management software in the future, Target Solutions.

Required Contractor Training

The City is responsible for the quality of work performed on the sewer collection system. Because the quality of work must be at a consistent and high level, contractors who perform work on the system must be as equally trained as City staff. This applies to contractors who perform routine maintenance, rehabilitate or replace portions of the system, construct new facilities or assets, etc. Under Municipal Code Section 23C-6-4, contractors are required to hold a professional contractor's license issued by the State of California.

Training requirements for contractors are specifically defined within the standard City contract documents for public works projects. Section E of the standard contract documents, entitled "Legal Relations and Responsibility" includes contractor training requirements. An outline of the training requirements included in the contract documents is provided below:

General Safety

Section E-12.a clearly states that the contractor is solely responsible for jobsite safety, and for enacting safety provisions that "conform to all applicable Federal, State, and local laws, ordinances, and codes, and to the rules and regulations established by the California Division of Industrial Safety, and to other rules of law applicable to the work". Section E-12.b.ii states that the contractor is responsible for providing the necessary safety equipment and instruction for all employees involved in the work, and shall have in place an Injury and Illness Prevention Program as required by California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Group 1, 3203.

Traffic Control

Section E-11.h states that "flaggers and guards, while assigned to traffic control, shall perform their duties and shall be provided with necessary equipment in accordance with CalTrans' current 'Instructions to Flagmen.' Training of flaggers and other traffic control personnel must be documented in accordance with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 11, 1599."

Element iv. Operation and Maintenance Program

Trenching and Shoring

Section E-12.c requires the submission of a shoring and trenching safety plan as directed by Section 832 of the California Civil Code. Section E-12.d requires contractors to submit a trench safety plan including design drawings prepared by a registered civil or structural engineer if the plans vary from the Construction Safety Orders established by the California Department of Industrial Relations (California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 6). This section also requires that a competent person as defined by California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 2, 1504 be on-site at all times to fulfill the duties described in Article 6. Finally, this section requires a Cal/OSHA trench permit for any excavation in excess of 5 ft per Article 6.

Lock-out / Tag-out Training

Section E-12.a requires contractors to comply with 29-CFR-1910.147 regarding equipment, procedures, employee training, and documentation of lock-out / tag-out work.

Confined Space Entry

Section E-12.a requires contractors to comply with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Group 16, Article 108 regarding required confined space identification, permitted entry, training, and operational procedures.

First Aid / CPR Training

Section E-12.a requires contractors to comply with California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 4, Article 3, 1512 regarding emergency medical procedures, equipment, and training.

Related Documents

- o Refer to “Let’s Talk Safety”, AWWA 2013
- o Refer to City Standard Contract Document Language Section E: Legal Relations and Responsibility
- o Attachment iv-6: Collections Sewer/Storm Certifications and Requirements
- o Attachment iv-7: Example Performance Review Evaluation Form
- o Attachment iv-8: Example 2014 Training Schedule
- o Attachment iv-9: Example TMS/CQS Employee Training History Log

Element iv. Operation and Maintenance Program

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Create and distribute “Training Needed” reports.	Administrative Clerks	Annually
	Develop annual monthly training topic schedule, and maintain documentation of schedules from past years.	Utility Supervisor	Annually
	Conduct and document scheduled training.	Wastewater Systems Administrator / Utility Supervisor / Utility Maintenance Workers	Continuously
	Execute decision to change city-wide employee training software	Director of Public Works	January 2016

Element iv. Operation and Maintenance Program

iv-e. Identify equipment and critical replacement parts

Requirement	Provide equipment and replacement part inventories, including identification of critical replacement parts.
Discussion	<u>Maintenance Fleet Equipment</u> The fleet equipment inventory includes items such as trucks, vactor equipment, backhoes, pumps, etc. Fleet Services staff currently uses the FASTER Asset Solutions fleet management system to schedule and document maintenance, repairs, component specification details, and cost data for these vehicles and equipment. The designated code “SSMP” is used to identify equipment managed by FASTER that is used to operate and maintain sewer collection system infrastructure. The City has an equipment maintenance parts inventory that is tracked by the Equipment Services Clerk through the Fleet Software System. All fleet equipment and replacement parts are stored at the City’s Corporation Yard. The inventory is automatically managed through minimum/maximum order quantities based on a set preventive maintenance schedule which is also tracked through the Fleet Software System. If and when replacement parts show a trend of failure, those parts are considered “critical replacement parts” and become a standard stocked item in order to prevent anticipated equipment failure and minimize downtime. The City has also identified suppliers for equipment either not stocked by the City, or as a backup supplier for existing critical units which may be needed during emergency situations that may occur during all hours. The City has established contact with the following equipment providers that are available 24 hours a day in the case of an emergency: ➤ Bypass pumping – Rain For Rent Woodland Office Located at 390 West Kentucky : (530)-662-1024 ➤ Generators & Heavy Construction Equipment – United Rentals Woodland Office Located at 2086 East Main Street : (530)-669-3270 In addition, the City has agreements with local government fleets in Davis, [contact is Dan Doolan at (530) 757-5653], and Yolo County [contact is Scott Murphy at (530) 666-8438], to borrow equipment as available and necessary.

Element iv. Operation and Maintenance Program

Sewer Collection System Infrastructure (Pipelines and Lift Stations)

The City keeps replacement parts available to make point repairs for force main, gravity pipeline, and manhole repairs at the City's Corporation Yard. An equipment and replacement parts inventory list has been developed for the items necessary to make these repairs.

The City keeps some replacement parts for lift stations in stock to make routine and emergency repairs. Each lift station has redundant pumping capacity and a replacement pump on bench stock. Replacement parts for lift stations are kept at the water pollution control facility.

Equipment and inventory lists have been developed separately for pipeline / manholes repairs and lift station repairs (see **Attachment iv-10** and **Attachment iv-11** respectively). The City conducted an analysis of each replacement part to determine the criticality of the part. The following three criteria were used to identify a "critical" part:

- Complete asset failure will result if the equipment or replacement part is not available (i.e. pipeline / manhole cannot be effectively repaired, or lift station could go out of service)
- The equipment or part cannot be purchased and obtained in less than 2 hours at all times
- The asset or assets that the equipment or replacement part is used to repair do not have a backup that can easily be put into service if a failure occurs

If a piece of equipment or replacement part meets all of the above requirements, it is considered a "critical" replacement part because its failure will result in a situation where the restoration of service in an emergency situation would not be expedient. With regard to replacement parts, the City maintains stock of items that may reasonably be expected to fail at a time interval that is significantly less than the service life of the parent equipment or asset. It is not economical or necessary for the City to keep replacement parts for every component of every asset owned by the City. The replacement part lists included in this section of the SSMP were created based on an analysis of components that are expected to be replaced at some regular interval, or are known to fail based on Operator experience.

The City verifies stocked quantities of all equipment and replacement parts on the pipeline, manhole, and lift station lists every 6 months, and orders additional stock as needed. Particular attention is paid to stocked quantities of "critical parts", and critical parts are typically re-ordered as they are used.

Element iv. Operation and Maintenance Program

Related Documents

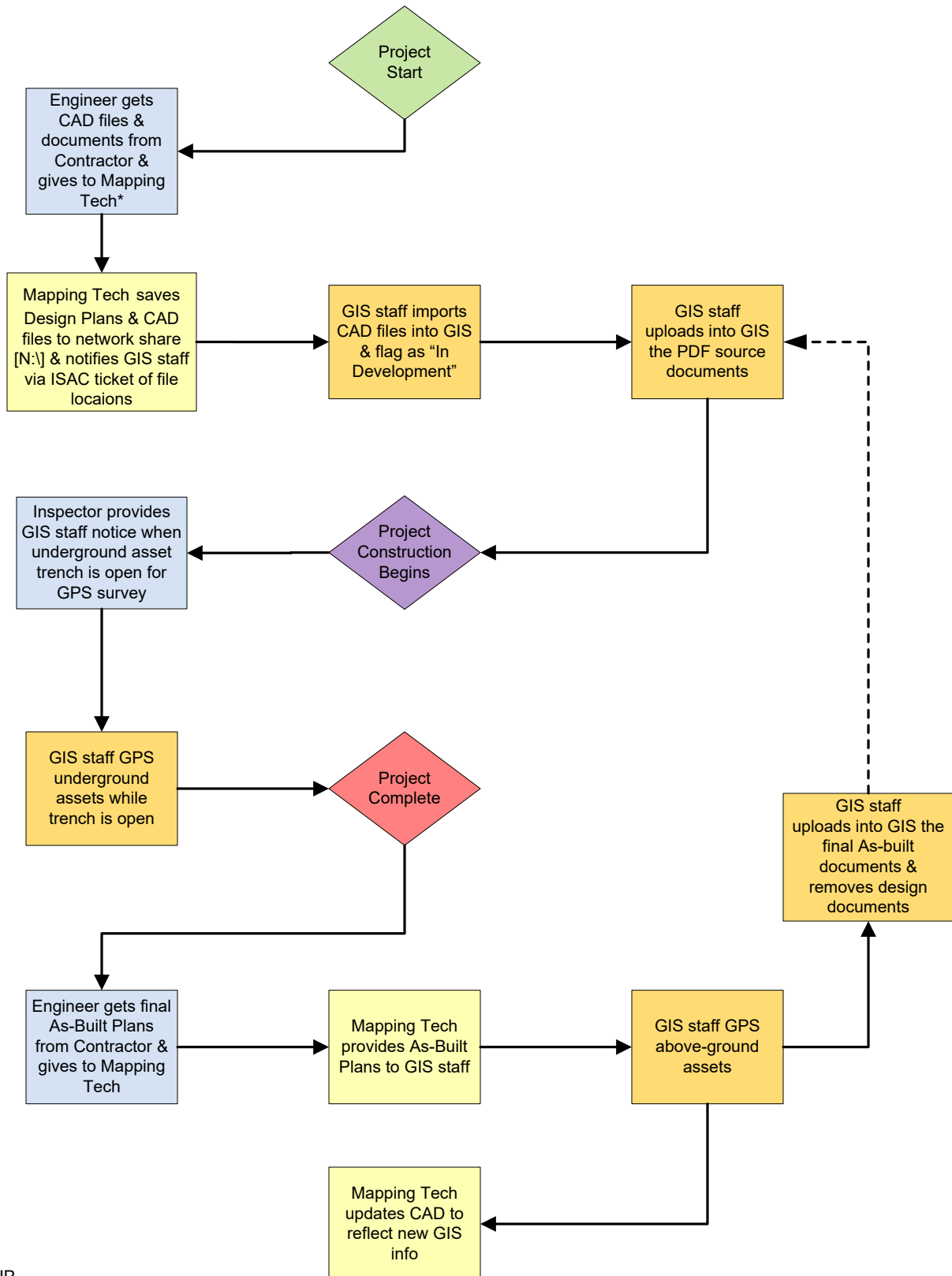
- o Refer to SSMP Fleet Unit Parts Usage Listing (available electronically through Transman)
- o Refer to SSMP Fleet Unit Equipment Inventory Report (available electronically through Transman)
- o Attachment iv-10: Pipeline / Manhole Equipment & Replacement Part Inventory
- o Attachment iv-11: Sewer Lift Station Equipment & Replacement Part Inventory

Plan & Schedule

Task	Responsible Party	Scheduled Date
Ensure that “SSMP” designated fleet equipment has a set preventive maintenance schedule and that it is appropriately entered into Fleet Software system.	Equipment Services Clerk	Continuously
Complete pipeline, manhole, and lift station equipment and replacement part inventory lists.	Utility Maintenance Worker / Water Pollution Control Operator	Continuously
Order fleet parts per minimum/maximum inventory status and add any parts to regular inventory that show a trend of recurring failure.	Equipment Services Clerk	Ongoing / Semi-Annual Inspections
Verify stocked quantities of pipeline, manhole, and lift station equipment and replacement parts.	Utility Maintenance Worker / Water Pollution Control Operator	Semi-Annually

Attachment iv-1:

CAD/GIS Project
Workflow Map



* at award for CIP
OR
at plan signature for Development

Attachment iv-2:

Example Weekly Sewer Main Inspection List

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected	NORTHSIDE LOCATIONS	MANHOLE NUMBERS	COMMENTS
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1.		Mid-block on Fortna Avenue				SMH936	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
2.		Mid-block on Commerce Avenue				SMH982	Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
3.		Matmor Road at Cannery Road				SMH979	Flows north	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
4.		Donnelly Circle				SMH2099		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
5.		Case Place				SMH974	Top of the line- flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
6.		Pioneer Avenue at Case Place				SMH884	Flows north	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
7.		Alley, E Street to A Street				SMH1010 - A	Flows west	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Alley, E Street to A Street				SMH1009 - B		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Alley, E Street to A Street				SMH1008 - C		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected		NORTHSIDE LOCATIONS			MANHOLE NUMBERS		COMMENTS	
8.		Wayfarer Center alley between Fourth Street and Fifth Street			SMH2152		Top of the line – flows east	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
9.		Fifth Street at North Street			SMH621		Flows north	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
10.		Fifth Street at Grafton Street			SMH613		Flows north & west	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
11.		Elliot & Walnut			SMH598			
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
12.		Mid-block on Sutter Street			SMH743		Flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
13.		Bliss Avenue at Keystone Avenue			SMH754		Flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
14.		Keystone Avenue at Pershing Avenue			SMH752		Top of the line – flows south	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		
15.		Second Street at Clover Street			SMH631		Flows east	
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
AM PM		Ft.	%	%	ppm	ppm		

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected	NORTHSIDE LOCATIONS	MANHOLE NUMBERS	COMMENTS
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16.		Alley behind the Kraft Brothers			SMH638		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
17.		Elliot Street at Elm Street (3 manholes)			SMH595		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Elliot Street at Elm Street (3 manholes)			SMH596		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
		Elliot Street at Elm Street (3 manholes)			SMH597		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
18.		North Street at Cleveland Street			SMH605		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
19.		Purity Plaza			SMH 02376		Flows west	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
20.		California Street at West Elliot Street			SMH1425		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
21.		Coral Drive at Verde Place			SMH1509		Flows east	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		
22.		Modoc Place			SMH1517		Flows south	
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials	
	AM PM	Ft.	%	%	ppm	ppm		

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected	NORTHSIDE LOCATIONS	MANHOLE NUMBERS	COMMENTS
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23.		Inyo Place		SMH1541	Flows south		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
24.		Mariposa Street at Stone Way		SMH1437	Flows south		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
25.		West Woodland Avenue at Nevada Street		SMH1398	Flows east		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
26.		West Woodland Avenue at Maryland Street		SMH1395	Flows east		
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
27.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
28.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
29.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
30.							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN INSPECTION LIST

Check Box If Inspected	NORTHSIDE LOCATIONS	MANHOLE NUMBERS	COMMENTS
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Have you been trained in the operation of the **Tetra CROWCON** Personal Multigas Monitor atmosphere reading meter: Yes ☐ No ☐

* Note: If you have not been trained in the use of a personal multigas monitor you are not authorized to perform activities that require the use of one*

Bump Test Passed: Yes ☐ No ☐ Signed: _____

Note: If bump test did not pass, **Tag it Out of Service**. Unit will need to be turned into our electrical staff for repairs.

Attachment iv-3:

Example Weekly Sewer Main Flush List

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

Check Box If Inspected		LOCATIONS			Manhole Numbers	COMMENTS	
1.	Barnard ST (Denny's)				SMH 02669		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
2.	120 N. Cottonwood St. (SCO on SW corner of N. Cottonwood and W. Woodland Ave.)				SCO14916		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
3.	Modoc PL. (off of Chestnut St.)				SMH1517		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
4.	Verde Pl. (Off of Coral Dr.)				SMH1509		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
5.	Elliot St. & Walnut				SMH598		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
6.	Hanson Way Easement				SMH1768		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
7.	Alley off Railroad (between Elliot & Clover)				SCO???		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

Check Box If Inspected		LOCATIONS			Manhole Numbers	COMMENTS	
8.	Oak Ave. at Youngmark's Nursery				SMH453		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
9.	120 Main St.				SCO 15270		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
10	Cleveland St. at Oak Ave.				SMH447		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
11	421 Pendegast St.				SSL13477		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
12	Dog gone Alley between College St. and Elm St.				SMH525		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
13	Manhole South in Alley of SMH525				SMH527		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
14	Martin Way.				SCO222		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
15	Laurel ST. between Second St. and College St. (2 Manholes)				SMH721		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

Check Box If Inspected		LOCATIONS			Manhole Numbers	COMMENTS	
16	Laurel ST. between Second St. and College St. (2 Manholes)				SMH722		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
17	Third ST. between Pendegast St. and Marshal Ave.				SMH260		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
18	Third ST. between Pendegast St. and Marshal Ave.				SMH261		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
19	Lawson Ln.				SMH287		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
20	1025 Second St. at Hays (In the Driveway)				SCO_11929		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
21	Fourth St. at Cottage Dr.				SMH331		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
22	Fifth St. at Pendegast St. (football clean-out)				SCO13		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	
23	Pendegast St. at Pacific St.				SMH307		
Time		Depth	Oxygen	L.E.L.	H ² S	CO	Initials
AM PM		Ft.	%	%	ppm	ppm	

Inspection Date: _____

Inspected By: _____

WEEKLY SEWER MAIN FLUSH LIST

Check Box If Inspected	LOCATIONS				Manhole Numbers	COMMENTS	
24							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
25							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
26							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
27							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	
28							
	Time	Depth	Oxygen	L.E.L.	H ² S	CO	Initials
	AM PM	Ft.	%	%	ppm	ppm	

Have you been trained in the operation of the Tetra Crowcon Personal Multigas Monitor atmosphere reading meter: Yes ☐ No ☐

* Note: If you have not been trained in the use of a personal multigas monitor you are not authorized to perform activities that require the use of one*

Bump Test Passed: Yes ☐ No ☐ Signed: _____

Note: If bump test did not pass, **Tag it Out of Service**. Unit will need to be turned into our electrical staff for repairs.

Attachment iv-4:

Example Quarterly Cleaning Route

City of Woodland

Quarterly Cleaning, North Side Locations

Work Order #: _____ Date Started: _____ Date Finished: _____

Modoc Pl. from Chestnut St. to Cul de Sac (Grease)

1. Chestnut St. (SMH1519) to Cul de Sac (SMH1517)

ID: SGM1560

Size: 8"

Length: 405 ft.

West St. through Purity Plaza Easement (2 Runs, Grease)

1. Purity Plaza (SMH_02376) to Easement (SMH2124)

ID: SGM1983

Size: 8"

Length: 520 ft.

2. West St. (SMH1667) to Purity Plaza (SMH_02376)

ID: SGM1983

Length: 250 ft.

Dead Cat Alley from Elm St. to Walnut St. (Low Pressure)

1. Elm St. (SMH1672) to Walnut St. (SMH1670)

ID: SGM3061

Size: 8"

Length: 550 ft.

Elm St. from North St. to Court St. (Grease)

1. North St. (SMH645) to Court St. (SMH1403)

ID: SGM3583

Size: 6"

Length: 400 ft.

Plug lateral on 203 Elm St when this line is cleaned.

Elliot St. from Locust St. to College St. (4 Runs, Flat Bottoms, Grease)

1. Elm St. West (SMH596) to Locust St. (SMH597)

ID: SGM2286

Size: 6"

Length: 215 ft.

2. Elm St. East (SMH595) to Elm St. West (SMH596)

ID: SGM2285

Length: 105 ft.

3. College St. (SMH563) to Elm St. East (SMH595)

ID: SGM2283

Length: 350 ft.

Plug lateral on 147 Elm St when this line is cleaned.

Clover St. from College St. to Fourth St. (4 Runs, Grease, Bellies)

1. First St. (SMH634) to College St. (SMH_02373)

ID: SGM2119

Size: 8"

Length: 450 ft.

2. Second St. (SMH631) to First St. (SMH634)

ID: SGM2120

Length: 370 ft.

3. Third St. (SMH630) to Second St. (SMH631)

ID: SGM2118

Length: 335 ft.

4. Fourth St. (SMH627) to Third St. (SMH630)

ID: SGM2857

Length: 415 ft.

Fourth St. from Dead Cat Alley to Main St. (Flat Bottom, Grease)

1. Dead Cat Alley (SMH1177) to Main St. (SMH1178)

ID: SGM3553

Size: 10"

Length: 250 ft.

Hope Ln. from Fifth St. to Top of Line (Bellies, Grease)

Size: 6"

1. Fifth St. (SMH2151) to Top of Line (SMH2152) ID: SGM3445 Length: 430 ft.

Fifth St. from Hope Ln. to Beamer St. (7 Runs, Grease all the way)

Size: 6"

1. North St. East (SMH623) to Hope Ln. (SMH2151) ID: SGM3448 Length: 200 ft.

2. North St. West (SMH624) to North St. East (SMH623) ID: SGM3451 Length: 70 ft.

3. Mid-Block (SMH621) to North St. West (SMH624) ID: SGM2389 Length: 220 ft.

4. Elliot St. (SMH219) to Mid-Block (SMH621) ID: SGM2385 Length: 210 ft.

5. Clover St. (SMH616) to Elliot St. (SMH619) ID: SGM2517 Length: 490 ft.

6. Grafton St. (SMH613) to Clover St. (SMH616) ID: SGM2107 Length: 440 ft.

7. Beamer St. (SMH996) to Grafton St. (SMH613) ID: SGM2106 Length: 410 ft.

Bliss Ave. from Beamer St. to Keystone Ave. (Flat)

Size: 8"

1. Beamer St. (SMH_02368) to Keystone Ave. (SMH754) ID: SGM2512 Length: 685 ft.

Pioneer Ave. from Case Pl. to Main St. (Grease)

Size: 8"

1. Case Pl. (SMH884) to Main St. (SMH2292) ID: SGM3745 Length: 300 ft.

Muir St. (Grease)

Size: 8"

1. N. Cottonwood (SMH1362) TO Mid-Block (SMH1357) ID: SGM2864 Length: 399ft.

2. Mid-Block (SMH1357) TO Mariposa St. (SMH1356) ID: SGM2838 Length: 404ft

Mariposa St. (Grease)

Size: 8"

1. Glacier St. (SMH1431) To Utah Ave. (SMH1358) ID: SGM2841 Length: 306ft.

2. Utah Ave.(SMH1358) ToSchuler Ranch Dr.(SMH1359)ID: SGM3404 Length: 174ft.

3. Schuler Ranch Dr.(SMH1359) To Muir St.(SMH1356) ID: SGM3405 Length: 197ft.

4. Muir St. (SMH1356) TO W. Kentucky Ave.(SMH1350)ID: SGM2839 Length: 432ft.

Comments Do not run east on Clover SGM2123 from SMH615 without plugging the lateral at 101 5th St.
Failure to do so could result in disciplinary action...

Attachment iv-5:

Example Lift Station
Maintenance Log

Attachment iv-6:

Collections Sewer/Storm
Certifications and
Requirements

Collection System Employee License and Certificate Requisites

UTILITIES MAINTENANCE WORKER I/II

Water Production/Distribution /Wastewater Collections/Stormwater assignments:

Both positions require possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association is desirable. Utilities Maintenance Worker IIs are required to have Grade II certifications for Water Distribution Operation and Wastewater Collections Systems Maintenance, as well.

Both positions require possession of a valid California Driver's License. Class B permit and DMV Medical Certification are required within three months of hire. Must obtain a valid Class B driver's license, Completion of Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR Certifications, Competent Person Certification and Confined Space Certification prior to permanent appointment.

UTILITIES MAINTENANCE WORKER III

Water Production/Distribution assignment – Requires possession of a Grade II Water Distribution Operator certificate and possession of a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Requires possession of a Grade III Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – Requires possession of a Grade II Wastewater Collections System Operator certificate issued by the California Department of Health Services and possession of a Grade I Water Distribution Operator certificate. Requires possession of a Grade III Wastewater Collections System Maintenance certificate issued by the California Water Environment Association prior to permanent appointment. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid Class B California Driver's License with Tank and Air Brake Endorsements. Must possess a valid Class A driver's license within six months of hire. Confined Space Certification, Competent Person Certification, valid First Aid and CPR certifications, acquire or possess Forklift Certification and a Work Zone Safety certificate from the International Municipal Signal Association prior to permanent appointment.

SENIOR UTILITIES MAINTENANCE WORKER

Sanitary Sewer and Storm Drainage Systems- Required upon hire, possession of a current California Water Environment Association (CWEA), C-3 Collections certificate; valid Class B California Driver's License with a Tank and Air Brake Endorsement. Required prior to permanent appointment (completion of probation): possession of a valid Class A California driver's license; Hazardous Waste Operations and Emergency Response (HAZWOPER) training certificate or equivalent (level of training dependent on Departmental need); First Aid, and CPR certifications. A California Department of Public Health, Water Distribution Operator, Grade 3 certificate is highly desirable.

UTILITIES MAINTENANCE SUPERVISOR

Water Production/Distribution assignment – requires possession of a Grade IV Water Distribution Operator certificate issued by the California Department of Public Health and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Cross Connection Control Specialist certificate and a Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – requires possession of a Grade I Water Distribution Operator certificate and a Grade III Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Grade IV Wastewater Collection System Operator certificate is required within 24 months of hire. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid California Class B Driver's License. Confined Space Certification, Competent Person Certification, and valid First Aid and CPR certifications are required prior to permanent appointment.

Attachment iv-7:

Example Performance Review
Evaluation Form

**CITY OF WOODLAND
EMPLOYEE PERFORMANCE APPRAISAL AND DEVELOPMENT**

Name: _____ **Department:** Public Works

Classification: _____ **Appraisal Period: From:** _____ **To:** _____

PURPOSE: ☐ Regular ☐ Special ☐ Merit Eligibility
☐ Probationary ☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter ☐ Probation Completed

GENERAL INFORMATION

There are a number of purposes for the evaluation process. First and foremost, the primary purpose is to motivate each individual to work at his or her peak capacity by clarifying what is expected, establishing job standards and objectives, reviewing the employees' progress toward achieving those goals, and providing both the employee and the supervisor an opportunity to express concerns and make positive suggestions. Another purpose is, of course, to provide an opportunity for recognizing individual employees' achievements and also to identify individuals whose performance needs improvement or is unacceptable. In the latter case, the employee would have been notified well in advance of the full appraisal process. This type of appraisal should never come as a surprise. The appraisal process will also identify training needs and outline a course of action by which those training needs can be met.

COMPLETING THE APPRAISAL

This appraisal is divided into four primary areas: First, "Performance Factors", with the supervisor marking the block that best describes the person being evaluated in each of the job performance factors; second, "Job Duties and Performance", with the supervisor detailing the three most essential functions of the job and rating each performance in that function; thirdly, "Comments", to allow the supervisor to provide general comments on the employees performance; finally, "Future Development", detailing three primary goals for the employee in the coming evaluation year.

The supervisor should provide the employee an opportunity to participate in the appraisal process by requesting the employee complete the attached Employee Input Sheet. This sheet is an important communication tool, and much of the information provided by the employee on this form can be included in the final appraisal. The supervisor should allow sufficient time for the employee to complete this form, if necessary.

Once the supervisor has received and reviewed the employee's input, the appraisal can be completed. Keep in mind:

- All ratings other than "Fully Successful" require specific written comment to justify the rating.
- The completed performance appraisal must be reviewed by your supervisor prior to discussing it with the employee. Feel free at any time to discuss the appraisal, if necessary, with Human Resources.

- Finally, all documentation of areas discussed in the appraisal must be attached to the performance appraisal. Documentation includes written communication between you and the employee, memos and letters about the employee from others, and work samples.

RATING GUIDELINES

Employees perform at different levels and should be recognized relative to their contribution. This requires that different levels of performance be identified and documented in the performance appraisal process. Among a group of employees who are all performing well, some will perform at a level overall that is higher or lower than others. It is perfectly normal for an employee who is performing well to perform better in some performance dimensions than in other dimensions. In order for the appraisal to be valid, it is imperative for the rater to honestly and objectively evaluate the employee's performance. The overall performance of each employee should be assigned one of the following definitions:

EXCEEDS EXPECTATIONS -- Exceptional and distinguished performance in the most important and significant factors of the job. Employee produces superior work in a minimum amount of time and consistently exceeds position requirements. Performance demonstrates excellent skill levels in all critical areas. Employee continually makes contributions to the City/department which are both significant in value and measurable in terms of results. "Exceeds Expectations" ratings require written comment.

FULLY SUCCESSFUL -- Fully successful performance in all assigned factors of the job. Employee generally produces high quality work within allotted time frames and meets assigned objectives in a fully satisfactory manner. Performance demonstrates strong job-related skills in the most critical areas of work. Employee exhibits a positive contribution to the City/department which has resulted in improvements in organizational effectiveness.

NEEDS IMPROVEMENT -- Performance needs improvement when it is marginal or limited in critical areas of responsibility. Additional time, training and/or development may improve (or is expected to improve) performance. This category requires additional comments, and recommendations to improve performance must be noted.

UNACCEPTABLE -- Performance is not satisfactory in most of the critical areas of job assignments and, therefore, does not meet minimum requirements of the job. Employee sometimes produces work which requires re-evaluation and/or is behind schedule a significant amount of the time. Performance may demonstrate fair skill level of job requirements, but employee seldom makes constructive contributions to assigned departments of the City. In all cases, an unacceptable evaluation requires comment. An overall unacceptable evaluation means all efforts at improvement have failed and must be accompanied by a recommendation for disciplinary, salary and/or probationary action.

I. PERFORMANCE FACTORS

Check the box which most appropriately fits the level of performance for the factor under appraisal. Written remarks can be made in each case to substantiate the rating under each factor on the reverse side of this form.

FACTORS	Exceeds Expectations	Fully Successful	Needs Improvement	Unacceptable	COMMENTS
QUANTITY OF WORK (output, speed, amount completed)	☐	☐	☐	☐	
JOB KNOWLEDGE (knowledge of application of all phases of this job)	☐	☐	☐	☐	
DEPENDABILITY (reliability, confidence, capability to perform in job with minimum supervision)	☐	☐	☐	☐	
WORK HABITS (use of time, care of equipment, safe work practices)	☐	☐	☐	☐	
CREATIVITY (Develop of innovative strategies, increase efficiencies)	☐	☐	☐	☐	
DECISION MAKING ABILITY (consider extent employee applies good judgment and draws sound conclusions)	☐	☐	☐	☐	
CUSTOMER SERVICE (courtesy, tact, enthusiasm and sincerity as they affect fellow workers and the public)	☐	☐	☐	☐	
ORGANIZATIONAL ABILITY (success in organizing work in order to complete assignments on schedule)	☐	☐	☐	☐	

ATTENDANCE: ☐ Excellent
 ☐ Acceptable
 ☐ Poor

PUNCTUALITY ☐ Excellent
 ☐ Acceptable
 ☐ Poor

II. JOB DUTIES AND PERFORMANCE

List three critical performance areas of job responsibilities for appraisal period and rate each one.

1.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

2.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

3.

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

III. WRITTEN REMARKS

Written remarks are required for all ratings except "Fully Successful". In general, remarks should address the basis for the rating, including a discussion of the information and documentation used to determine the rating, along with proposed actions to correct any performance needing improvement.

FACTOR	Exceeds Expectations	Needs Improvement	Unacceptable	Not Applicable
	☐	☐	☐	☐

Comments:

IV. SUMMARY

Overall performance rating considers the results obtained against the established job performance. The rating is as follows:

☐ Exceeds Expectations ☐ Fully Successful ☐ Needs Improvement ☐ Unacceptable

Comments:

V. FUTURE DEVELOPMENT

Employee goals for the coming year:

VI. CERTIFICATION

This appraisal report is based on job related performance and I acknowledge this report was discussed with me.

☐ When checked, this employee is eligible and is approved for a merit increase to Step ____ of the salary range.

Interview conducted with: _____ (employee)

By _____ (supervisor) Date: _____

Signature of Employee: _____ Date: _____

Signature of Supervisor _____ Date: _____

☐ I disagree with certain ratings within this report and wish to discuss it with the next supervisory level.

Comments:

Signature of Employee

Date

Division Head (if applicable)

Date

Department Director

Date

EMPLOYEE INPUT SHEET

(Optional)

TO THE EMPLOYEE: Before meeting with your supervisor to discuss your performance appraisal, write out answers to the following questions:

1. List those things you feel most positive about in this past evaluation year (accomplishments, results of work programs, new skills learned, problems resolved, etc.).

2. List the most important aspects, functions, or duties of your job.

3. What help would you like your supervisor to give you? Any areas you feel need further improvement (work skills, relationship with employees or subordinates, knowledge of work, dealings with public, etc.).

4. What specific goals would you like to pursue within the next evaluation year? What would you like to do in the future? How can you prepare for it?

5. What changes, if any, would you like to see made with regard to your job, work procedures, or organization which would help you to improve your performance? Indicate anything you feel that could make you more effective in your job (work process or rule changes, communication, training, etc.).

Attachment iv-8:

Example 2015 Training
Schedule

Utility Safety Meeting Schedule

Collections Group 2015

JANUARY	FEBRUARY	MARCH	APRIL
January 2- Safety Tailgate "Cold Stress" January 9- Equipment Training "Lateral Camera" January 16- Safety Tailgate "Back Safety" January 23, Safety Tailgate "PPE" January 30, SSO Review	February 6, Safety Tailgate "Injuries" February 13, Equipment Training, "Rodding" February 20, Safety Tailgate "Slips, Trips and Falls" February 27, SSO Review	March 6, Safety Tailgate "Trenching and Shoring" March 13, Equipment Training, "Ridged Locater" March 20, Safety Tailgate Flagging March 27, SSO Review	April 3, Safety Tailgate, "Driving Safety" April 10, Equipment Training "Confined Space Equipment" April 17, Safety Tailgate "Eye Protection" April 24, SSO Review
MAY	JUNE	JULY	AUGUST
May 1, Safety Tailgate "Fire Extinguishers" May 8, Equipment Training, "Vac-Con" May 15, Safety Tailgate "Heat Illness" May 22, SSO Review May 29, Safety Tailgate "Foot Safety"	June 5, Safety Tailgate "Hand Safety" June 12, Equipment Training "Pole Camera" June 19, Safety Tailgate "Haz-Mat" June 26, SSO Review	July 3, Safety Tailgate "Health and Wellness" July 10, Equipment Training "Walk Behind Saw" July 17, Safety Tailgate "Hearing Protection" July 24, SSO Review July 31, Safety Tailgate "Housekeeping"	August 7, Equipment Training, "Chainsaws" August 14, Safety Tailgate "Ladder Safety" August 21, Safety Tailgate "Lock Out Tag Out" August 28, SSO Review
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
September 4, Safety Tailgate "Sexual Harassment" September 11, Equipment Training "Cut Off Saw" September 18, Safety Tailgate "Substance Abuse/Drug Free Workplace" September 25, SSO Review	October 2, Safety Tailgate "Respirator Safety" October 9, Equipment Training, "Snap Cutter" October 16, Safety Tailgate "Night Work Safety" October 23, Equipment Training, "Vac-Con" October 30, SSO Review	November 6, Safety Tailgate "Back Safety" November 13, Equipment Training, "Jack Hammer" November 20, Safety Tailgate "Atmospheric Testing" November 27, SSO Review	December 4, Safety Tailgate "Backhoe Safety" December 11, Equipment Training, "Whacker" December 18, Safety Tailgate "Hazzwopper Awareness" December 26, SSO Review

Attachment iv-9:

Example TMS/CQS Employee
Training History Log

Employee Training History

Badge/Emp#	Job Code	Shift	Job Title	Department	Supervisor	Site	
					Tim Lloyd	MSC	
Specification	Spec#	Current Revision	Trained to Revision	Trainer	Date	Length	Class#
Tailgate Meetings	Tlgt	1	1	Rigging	2/7/2012	0.5	3014
CA Driver's License	CDL	1	1	CA DMV	2/16/2012	0	3054
Illness and Injury Prevention Program	IIPP	1	1	City of Woodland	2/16/2012	0	3053
Supv Reasonable Suspicion & Substance Abuse Training	RSSA	1	1	YCPARMIA	5/15/2012	2	3119
Supv Reasonable Suspicion & Substance Abuse Training	RSSA	1	1	CDT	5/18/2012	0	3221
Introduction to the Incident Command System/required of everyone	ICS100	1	1	Emergency Mgmt Institute	6/27/2012	0	3168
Introduction to the National Incident Management System/everyone	NIMS700	1	1	Emergency Mgmt Insitute	8/17/2012	0	3248
All Hands training sessions	AH	1	1	Evacuation Training	1/17/2013	0.25	3366
National Response Framework, An Introduction	IS-0800.B	1	1	Emergency Mgmt Institute	1/30/2013	0	3384
Tailgate Meetings	Tlgt	1	1	Trenching & Shoring	2/15/2013	1	3416
Class B CA Driver's License	BCDL	1	1	CA DMV	8/8/2013	0	3637
DOT Reasonable Suspision & Substance Abuse Training	DRSSA	1	1	CDT, Inc	2/11/2014	0	3842
National Response Framework, An Introduction	IS-0800.B	1	1	Emergency Mgmt Institute	3/5/2014	0	3802
Advanced Incident Command System-Complex Incidents	ICS400	1	1	Texas A&M Engineering Ext	3/19/2014	14	3827
Tailgate Meetings	Tlgt	1	1	Heat Illness Prevention	4/30/2014	0	3853
					Total Hours:	17.75	

Attachment iv-10:

Pipeline / Manhole Equipment
& Replacement Part Inventory

PIPE MATERIAL INVENTORY LIST

Quantity	Item	Max Shelf	Minimum	Comments
70	VCP 4" Pipe 5ft B/S			
8	VCP 4" Pipe 2ft			
58	VCP4"pipe 1 ft			
34	VCP Wye 4" No Hub			
77	VCP Wye 4"B/S			
36	VCP 1/8 4"Bend B/S			
20	VCP 1/8 Bend 4 "No Hub			
17	VCP 1/16 Bend 4" No Hub			
2	VCP T 4"B/S			
6	VCP 90 bend 4" B/S			
49	VCP 1/16 Bend 4" B/S			
44	VCP 6" Pipe5ft B/S			
10	VCP 6"x 4" Wye NoHub			
7	VCP 6"x6" Wye 2ft			
6	VCP 6"x4" reducers			
4	VCP 6" 1/8 bend			
4	VCP 6" 1/16 bend			
1	VCP 8" Pipe 5ft			
14	VCP8" 1/8 bend B/S			
3	VCP 8" 90Bend B/S			
2	VCP Wye 8"x4"x3ft			
3	VCP T's 8"x6"x2ft			
3	VCP T's 8"x6"x3ft			
3	VCP Wye 8"x6"x3ft			
1	VCP 8"x6" Reducer			
18	VCP 10"pipe 5ft			
1	VCP T 10"x6"x3ft			
3	VCP Wye 10"x6"x3ft			
4	VCP 10"x8" Reducers			
2	VCP 10" 90 Bend B/S			
9	VCP 12"Pipex5ft			
2	VCP 12"1/8Bend B/S			
2	VCP 12" 90Bend B/S			
3	VCP Wye 12"x6"x3ft			
3	VCP T's 12"x6"x3ft			
1	VCP Wye 15"x4"			

PIPE MATERIAL INVENTORY LIST

7	ABS 4" Pipe 20ft			
3	ABS3" Pipe 20ft			
20	ABS 4"Wye			
21	ABS 4" 1/8 St Bend			
9	ABS 4" 1/8 HxH			
7	ABS 4" 1/16 HxH			
20	ABS 4" FEM Adapter			
114	Couplers			
28	ABS 3"x4" Reducers			
17	ABS 4x3 Bushings			
17	SDR-26 4"x14ft			
13	SDR-26 Wye 4"			
12	SDR-26 1/8 Bend 4"			
10	SDR-26 1/16 Bend 4"			
9	SDR-26 Cap4"			
21	DI Pipe 4"x18ft			
35	DI Pipe 6"x18ft			
4	DI Pipe 8"x18ft			
13	DI Pipe 10"x18ft			
11	RCP 12"x8ft			
1	RCP15"x8ft			
1	RCP 18"x8ft			
	10/2/2014			

MAN HOLE MATERIAL INVENTORY LIST

[illegible]

RODDER TIPS INVENTORY LIST

[illegible]

ROOT TREATMENT INVENTORY LIST

[illegible]

SHEAR BANDS INVENTORY LIST

[illegible]

VAC-CON INVENTORY LIST

[illegible]

SPILL SUPPLIES INVENTORY LIST

[illegible]

Attachment iv-11:

Sewer Lift Station Equipment &
Replacement Part Inventory

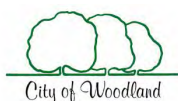
City of Woodland Sewer Collection System (Sewer Lift Stations) - Equipment / Replacement Parts Inventory

List

[illegible]

Replacement Part Inventory									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

[illegible]



v Design and Performance Provisions

SWRCB Requirement:

- (a) **Design and construction standards and specifications** for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and*
- (b) **Procedures and standards for inspecting and testing** the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 amended through 2013-058-Exec.

Background

This SSMP section summarizes the content of the City's current design and construction standards and specifications with respect to sewer collection system infrastructure. The City standards are in place to ensure that all construction is performed in a manner known to the City to produce high quality and uniform results. The maintenance and enforcement of the City standards will ensure the maximum lifecycle for sewer collection system infrastructure and that maintenance crews can efficiently perform O&M or repair activities on similar system-wide components. The standards enforce acceptance criteria for new construction which helps to ensure that no sub-standard components are introduced to the system that will negatively affect future performance. This section fulfills the requirements of the GWDR SSMP mandatory element v.

Element v. Design and Performance Provisions

v-a. Design and construction standards and specifications

Requirement	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.
Discussion	The City maintains an extensive Standard Specifications and Details manual. The most recent update was completed in 2011. The City manual consists of three major components, which include engineering design standards, standard construction detail drawings, and standard materials and construction methods. Each of these components is summarized with respect to the wastewater collection system below. <u>Engineering Design Standards</u> <i>Section 2: Development Maps and Construction Plans</i> The City maintains a list of all information and formatting that must be included on a plan set for submission to the City Engineer for review and approval. The City requires that plan sets include any improvements outlined in the applicable City Master Plans (such as the sewer system Master Plan) to ensure that all new construction is harmonious with previously identified future improvements. The standards also require submission of record drawings from contractors in paper and electronic (AutoCAD DWG) format at the completion of each project. This section of the standards also outlines the plan submission and approval process, including the submission of record drawings. <i>Section 5: Sanitary Sewer System Design</i> The City provides a list of standard unit wastewater flow rates from common land use elements for use in pipe capacity calculations. The City requires application of standard infiltration and inflow rate per mile of pipe to all design flow calculations. The City uses Manning's formula to determine pipe capacity. The standards set different limits for the depth-to-diameter ratio for pipes 12" inch diameter or less and pipes greater than 12" in diameter, not to be exceeded when carrying the design flow. The City specifies minimum pipe slope based on pipe diameter, required pipe materials, typical trench cover and separation distances from other

Element v. Design and Performance Provisions

utilities, alignment location in streets, and the installation of cleanouts in new lateral services. The city also specifies requirements for maintenance hole spacing and internal drops within the maintenance holes.

Section 6: Wastewater Pump Station Design

The City requires the submission of detailed architectural, structural, utility, mechanical, electrical, and wastewater level control plans to be submitted with wastewater pump station design drawings. The City reviews and imposes specific design standards on calculations including pump cycling, minimum and maximum water levels in wells, wastewater retention time, and system / pump head-capacity curves. Required features such PVC lined wet wells, backup pumps, equipment accessibility requirements, in-place equipment hoists, backup generators, emergency fuel storage, and stubbed piping for integration of portable pumps ensure redundancy and efficient use of lift stations. The City maintains a comprehensive specification for pumps and motors to ensure longevity and proper functionality over the range of flow conditions that may be experienced at lift stations. The City also maintains design standards for integration into the SCADA system for remote supervision of lift stations.

Standard Details

The City maintains the following standard detail drawings pertaining to the sanitary sewer collection system:

Utility Trenching

- Trench Terminology
- ASTM C 12 VCP Bedding Details
- Pipe Bedding and Trench Backfill in Existing Paved Areas
- Pipe Bedding and Trench Backfill in Unpaved Areas
- Narrow Trench
- Trench Repair for Streets Under Moratorium
- Pipe Boring and Jacking

Sanitary Sewer System

- Sewer Service Lateral
- Special Sewer Service Lateral
- Residential Service Lateral Trench
- Special Sewer Lateral and Cleanout
- Standard Sewer Lateral and Cleanout (Joint Trench Under Walk)

Element v. Design and Performance Provisions

- Temporary Mainline Cleanout
- Standard Sewer Maintenance hole
- Inside Sanitary Sewer Drop Maintenance hole
- Sewer Line Taps

Materials and Construction Methods

Section 8: Underground Pipeline Construction

The City standards specify maximum trench widths and lengths, and require the submission of trenching / shoring design calculations at the discretion of the City engineer. The standards require the submission of a CAL-OSHA Annual Excavation Permit, as well as a job-specific Trench Safety Plan prior to excavation work. Specific requirements for utility bedding, backfill, and compaction are provided. The standards specify trench plate sizes and thicknesses for covering trenches during off-hours.

The City Standards provide basic requirements for trenchless “tunneling, boring, and jacking” that include the following; submission of all applicable permits and orders required to execute trenchless construction (Caltrans, Railroad, Private Property, etc.), minimum conduit casing diameter and minimum casing thickness, the placement of support skids or spacers within the conduit casing, material used to fill void spaces between the conduit and the casing, and the video inspection of all other utility facilities located within 2 ½ feet of trenchless construction activities.

Section 10: Sanitary Sewer Collection System

The City standards specify the use of vitrified clay pipe (VCP), and provides polyvinyl chloride (PVC) pipe material requirements in case the use of VCP is not possible or not recommended. Polymer-lined ductile iron pipe is required where a cover of less than 18” is available. The City specifies the use of compression fittings, and details methods for joining and laying pipe segments. The installation of cleanouts is required for all individual connections. The city also details ASTM requirements and installation instructions for both pre-cast and cast-in-place maintenance hole construction, and requires the installation of T-lock PVC liners as directed by the City engineer to protect from corrosion.

Element v. Design and Performance Provisions

Updating Procedure for City Standards and Specifications

A major review and update to the City Standards and Specifications is completed every 5 years. The latest update to the standards was completed in the 2010. The latest version of the Standards and Specifications is circulated to all public work employees, and a period of time is set within which employees may make mark-ups and redlines to the standards and submit their changes to the City Engineer. The City Engineer reviews the changes and produces the final version, which must be approved by the City Council before adoption. Minor updates to the standards are made upon request of public work employees, and also must be approved by City Council before adoption.

Development and Adoption of Standards for Trenchless Technologies

The City is constantly expanding its library of design and construction standards for trenchless technologies. Within the 2010 Standards and Specifications, there is a specification for “Tunneling, Boring, and Jacking”. In conjunction with the Beamer Street and 48” Trunk Line Rehabilitation Project (2008), specifications were developed for the following trenchless construction methods:

- Cured-In-Place Pipe (CIPP)
- Slip Lining
- Spiral Wound Lining
- Spray-Applied Cementitious Liner for Maintenance Hole Rehabilitation

As the City continues its rehabilitation and replacement capital improvement program, civil engineering consultants will be utilized to recommend appropriate trenchless rehabilitation methods for deteriorated assets identified by the CCTV condition assessment program. As part of the scope of services for consultants, specifications for trenchless construction methods that have been selected and have not been used in the City of Woodland previously will be provided, and may be officially adopted into the City’s Standards and Specifications during the next review and update period, as deemed necessary by the City Engineer. This approach will ensure that the City’s trenchless design and construction standards and specifications are always up-to-date and evolving as changes in the industry occur.

Related Documents

- o Refer to City of Woodland Standard Specifications and Details, 2010

Element v. Design and Performance Provisions

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Circulate City Standards and Specifications, receive comments on proposed updates, review and adopt changes.	Principal Utilities Civil Engineer	Every 5 Years
	Adopt newly acquired trenchless design and construction standards within the City Standard Specifications, where appropriate.	Wastewater Systems Administrator / Principal Utilities Civil Engineer	Every 5 Years

Element v. Design and Performance Provisions

v-b. Procedures and standards for inspecting and testing

Requirement	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.
Discussion	The City Standard Specifications and Details manual describe acceptance tests and criteria for new sanitary sewer infrastructure components. These acceptance criteria are summarized below. <i>Materials and Construction Methods Section 18: CCTV Inspections</i> The City requires the usage of NASSCO procedures for the general completion of CCTV inspection work. The city requires that all lines are hydraulically cleaned before inspection. The City requires video, audio, and written presentation of pipe data including pipe footage, condition, root intrusion, internal defects, location of infiltration sources, and location of service connections. The City imposes requirements on video quality and camera operation to ensure that visual data can be accurately collected and recorded. <i>Materials and Construction Methods Section 9: Sanitary Sewer Piping and Maintenance Holes</i> Before installation, sewer pipe must be certified by the manufacturer to have passed ASTM flattening, pipe stiffness, and joint tightness tests. CCTV inspection certifying that new pipes are free from defect is required before acceptance by the City directly after installation and during the 11th month of the warranty period. The standards place limits on the depth of standing water that may be observed in a pipe during CCTV inspection before re-construction is warranted. Sewer piping must also pass a low-pressure test to ensure proper pipe jointing and minimal infiltration by groundwater. In areas of high groundwater, an infiltration test may also be required. Flexible conduits are required to pass a mandrel test to verify maximum deflection. Following completion of construction, all maintenance holes are vacuum tested for any leakage. <i>Engineering Design Standards Section 6: Sanitary Sewer Lift Stations</i> Pumps installed in City sanitary sewer lift stations are not accepted without completion and documentation of successful factory pump tests and field tests performed by the manufacturer. Pumps must be furnished along with a list of required replacement parts specified by the City. Completed lift stations are not accepted for ownership by the City without submission of a

Element v. Design and Performance Provisions

complete operation and maintenance guide which lays out the necessary tasks to be completed by City maintenance crews. The City also requires submission of an emergency response plan from contractor or engineer that details the procedures that must be followed in the case of a range of malfunctions of lift station equipment.

Development and Adoption of Standards for Trenchless Technologies

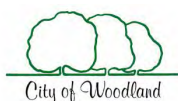
As described in section v-a of this SSMP, standards are constantly being developed by civil engineering consultants in conjunction with trenchless rehabilitation projects, and adopted by the City. Inspection and testing standards for various trenchless technologies are included within the specifications provided by the consultants, and enforced by construction inspectors during completion of the projects.

Related Documents

o Refer to City of Woodland Standard Specifications and Details, 2010

Plan & Schedule

Task	Responsible Party	Scheduled Date
Adopt newly developed trenchless construction inspection and testing standards within the City Standard Specifications, where appropriate.	Utility Superintendent / Principal Utilities Civil Engineer	Every 5 Years



vi Overflow Emergency Response Plan

SWRCB Requirement:

Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper **notification procedures** so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;*
- (b) A program to ensure an **appropriate response** to all overflows;*
- (c) Procedures to ensure **prompt notification** to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;*
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are **appropriately trained**;*
- (e) Procedures to address **emergency operations**, such as traffic and crowd control and other necessary response activities; and*
- (f) A program to ensure that all reasonable steps are taken to **contain and prevent** the discharge of untreated and partially treated wastewater to waters of the United States and to **minimize or correct** any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This section of the SSMP outlines the elements of the City's Overflow Emergency Response Plan (OERP). The OERP provides communication and notification procedures, SSO containment and mitigation procedures, contact information, training procedures, and document performance review and update procedures. The OERP is in place to ensure that SSOs are reported and responded to quickly and efficiently so as to limit the potential for exposure of the public to raw sewage and to rapidly decontaminate the affected environment. The OERP is organized into 8 sections outlining: Purpose and Goals, Distribution, Acronym and Term Definitions, SSO Response Procedures, SSO Reporting Timeframes, Group Telephone Guide, OERP Procedures Training, and OERP Performance Review. This section fulfills the requirements of the GWDR SSMP mandatory element vi.

Element vi. Overflow Emergency Response Plan

vi-a. Proper notification procedures

Requirement	Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.		
Discussion	SSMP section ii contains the SSO Response Chain of Communication, which outlines how the proper response personnel are notified, including contact information. Sub-section II-B of the “SSO Response Procedures” section of the OERP (Attachment vi-1) prescribes that the initial observer of the incident initiate the Chain of Communication. The initial observer can be either a Utility Maintenance Worker who discovers a spill, the Operator at the MSC front desk during normal business hours, or the Operator at the Yolo County Communications desk after normal business hours. The OERP section entitled “SSO Reporting Timeframes” provides external agency reporting timelines and requirements to ensure compliance with MRP No. 2006-0003-DWQ.		
Related Documents	- o Refer to SSO Response Chain of Communication (see SSMP section ii-c) - o Attachment vi-1: City of Woodland OERP		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Update phone numbers and contacts in the three call groups as necessary in the OERP.	Wastewater Systems Administrator	Annually

Element vi. Overflow Emergency Response Plan

vi-b. A program to ensure appropriate response

Requirement	A program to ensure an appropriate response to all overflows.
Discussion	The “SSO Response Procedures” section of the OERP describes a 10 step process that is followed. The 10 steps describe: I. Overflow Detection Methods II. SSO Chain of Communication III. Initial Investigation Response IV. Traffic Control / Hazardous Materials V. SSO Containment VI. Location and Correction of SSO Cause VII. Clean Up VIII. Final Investigation IX. Reporting X. Special Circumstances SSO containment, correction, and clean-up procedures (sub-sections V, VI, and VII) are described for overland spills, spills to storm drains, spills in private residences, spills at pumping stations, contamination of surface waters or natural habitat, and spills containing hazardous material.
Related Documents	- o Refer to City of Woodland Public Works HVVC Best Practices Manual - o Attachment vi-1: City of Woodland OERP
Plan & Schedule	No further efforts are projected for this element at the present time.

Element vi. Overflow Emergency Response Plan

vi-c. Procedures to ensure prompt notification to regulatory agencies and other potentially affected entities

Requirement	The OERP must include procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with the MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.
Discussion	<u>Notification Groups and Reporting Timelines</u> The OERP section entitled “SSO Reporting Timeframes” includes deadlines for reporting of Category 1, Category 2, Category 3, and Private Lateral SSOs to all applicable regulatory agencies per the MRP. Three “Call Groups” are established in the OERP section entitled “Group Telephone Guide”, which are broken down into required contacts for Category 1 SSOs (Call Group 1), required contacts for both Category 1, 2, and 3 SSOs (Call Group 2), and as-needed contacts (Call Group 3). Call Group 1 includes the RWQCB, California OES, Yolo County Health Department, and CDFG who should be contacted no later than 2 hours after recognition of a Category 1 SSO that affects a drainage channel or surface water (per SWRCB Order WQ-2008-0002-EXEC). Call Group 2 includes appropriate City employees, who are contacted within 30 minutes after recognition of any SSO to ensure an appropriate response. Call Group 3 includes auxiliary response agencies that can be contacted if necessary, such as the Fire Department, Police Department, by-pass pumping contractor, standby emergency response contractors, generator / heavy construction equipment rental agencies, and Underground Service Alert. Call Group 3 also includes downstream water users who are contacted if potentially affected by an SSO, and the Yolo County Communications Desk who is contacted incase public notification of an SSO is required. Select entities within Call Group 3 are contacted within 1 hour of an SSO if the Supervisor or On-Call Crew deems it necessary. <u>Notification of Downstream Utilities</u> Woodland’s WPCF discharges to the Tule Canal, which ultimately discharges into the Yolo Bypass. The only major water consumer along the Tule Canal downstream of the City of Woodland is Conaway Ranch, which

Element vi. Overflow Emergency Response Plan

withdraws water from this canal for irrigation. If a spill occurs from the City's sewer collection system that reaches this canal, Conaway Ranch is contacted. Other than the Tule Canal, the only other significant "Water of the United States" that a spill in the City sewer collection system could reach is Cache Creek, which has no direct water users downstream of Woodland prior to discharging into the Yolo Bypass. The State OES would handle notification of water users and utilities on the Sacramento River in the case of a large spill that had the potential of reaching the Yolo Bypass.

SSO Report Form and Online Reporting

The OERP section entitled "SSO Response Procedures", sub-section IX requires that the Utility Supervisor fill out an SSO Report Form in the field following mitigation of the spill. An example of this form is included as an appendix to the OERP. This form requires entry of all data required for submission when filling out an official report through the CIWQS system, according to the MRP. All official SSO reports are completed and certified by the Wastewater Systems Administrator, and submitted using the CIWQS system within the timelines required by the MRP.

For Category 1 SSOs which affect surface waters, the Utility Supervisor or On-Call Crew must ensure that the appropriate information is relayed to the Supervisor or Superintendent, who must fax a certification form to the RWQCB within 24-hours of the initial report of an SSO confirming that all required 2-hour notifications were made per SWRCB Order WQ-2008-0002-EXEC. This 2-hour notification certification form is also included as an appendix to the OERP. Alternatively, the certification of 2-hour notifications may be made using the CIWQS system.

Related Documents

o Attachment vi-1: City of Woodland OERP

Plan & Schedule

No further efforts are projected for this element at the present time.

Element vi. Overflow Emergency Response Plan

vi-d. Distribute OERP to all likely users and train

Requirement	The OERP must include procedures to ensure that appropriate staff and contractor personnel are made aware of proper procedures and are appropriately trained.
Discussion	<u>SSO Response Training</u> The OERP section entitled “OERP Response Procedures Training” requires annual field training for Sewer Utility Maintenance Crews to ensure that they are capable of successfully performing all 10 steps of the “SSO Response Procedures”. This section includes a list of 11 training objectives associated with execution of OERP procedures. The City conducts training on each of these objectives annually, in order to ensure staff can perform each activity efficiently and are trained on any procedures that have been recently updated. Training on these objectives is rolled into the regular training program discussed in section iv-d of the SSMP, and is included on the training schedule produced every year. <u>OERP Performance Reviews, Updates, and Modifications</u> The OERP section entitled “OERP Response Procedures Training” also requires an annual meeting or conference call involving the Utility Maintenance Division, Fire Department, Police Department, and Yolo County Health Department. At this meeting, an updated copy of the OERP will be distributed and a general review of responsibilities and response timelines for all responders will be conducted. The OERP section entitled “OERP Performance Review” specifies that within 1 month of a Category 1 SSO, the Superintendent, Supervisor, and involved Maintenance Workers will meet to review response performance and document any suggestions for an improved response. Additionally, future regular maintenance strategies to prevent an SSO in the same location due to a similar cause will be formulated and documented. Annually, before the meeting with auxiliary response agencies, the Superintendent reviews documented meeting notes from the post-SSO meetings and make updates to the OERP for distribution. Every month, an “SSO & Illegal/Illicit Review Committee” meeting is held. The Committee is co-chaired by the Wastewater Systems Administrator and the Utilities Maintenance Supervisor their designees. Members of the committee include key representatives of both the Utility Maintenance and Environmental Operations Divisions. The purpose of the meeting is to coordinate the preventative maintenance and incident response activities of the Utility Maintenance Division with the inspection and enforcement activities of the Environmental Operations Division (see meeting SOP in

Element vi. Overflow Emergency Response Plan

Attachment vi-2). Typical topics addressed at the committee meetings are:

- Stormwater program
- SSMP activities (Baseline water quality monitoring, FOG program)
- Review of recent illicit discharge / connection incidents or SSOs
- Enforcement actions

If a Category 1 SSO has occurred in the month prior to the scheduled committee meeting, the committee meeting serves as the required post SSO follow-up meeting. A standard committee meeting agenda template is included in **Attachment vi-3**, and a meeting minute summary / action item log is included in **Attachment vi-4**.

Related Documents

- o Attachment vi-1: City of Woodland OERP
- o Attachment vi-2: Meeting Minutes SOP for SSO & Illegal/Illicit Review Committee
- o Attachment vi-3: SSO & Illegal/Illicit Committee Agenda Template
- o Attachment vi-4: Sample SSO & Illegal/Illicit Review Committee Meeting Minute Summary and Action Item Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Plan and execute SSO response training for all O&M Workers.	Utility Maintenance Supervisor	Annually
Set up joint annual meetings (including a first annual roll-out meeting) to distribute the updated OERP and review response procedures with the Utility Maintenance Division, Fire Department, Police Department, and Yolo County Health Department.	Wastewater Systems Administrator	Annually
Assess SSO response review notes and update OERP to improve response techniques.	Wastewater Systems Administrator	Annually

Element vi. Overflow Emergency Response Plan

vi-e. Procedures for emergency operations (traffic and crowd control...)

Requirement	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
Discussion	Special emergency operations are conducted by the Police Department, Fire Department, Yolo County Health Department, and standby emergency response contractors. When called to respond, these agencies are responsible for the case-specific implementation of emergency procedures. The Police Department maintains its own traffic and crowd control protocols. The Fire Department maintains its own emergency response protocols. The Yolo County Health Department, specifically the Hazardous Materials Emergency Response Team, also maintains its own list of protocols for dealing with a range of hazardous materials releases. The OERP does not reproduce or modify the protocols maintained by these agencies. The City of Woodland has established on-call availability with contractors, as needed. The integration of the procedures followed by these auxiliary emergency response agencies with the response procedures of O&M Workers is reviewed and clarified at the annual coordination meeting.
Related Documents	o Attachment vi-1: City of Woodland OERP
Plan & Schedule	No further efforts are projected for this element at the present time.

Element vi. Overflow Emergency Response Plan

vi-f. Program to ensure steps are taken to contain/prevent and/or minimize/correct effects from discharge to waters of the US

Requirement	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.
Discussion	<u>OERP Procedures for SSOs Affecting Waters of the US</u> Sub-sections V through VII of the “SSO Response Procedures” section of the OERP describe procedures for containment and clean-up for SSOs. Utility Maintenance Workers will be acquainted with temporary spill diversion, storage, and clean-up techniques including the usage of appropriate storm drain cover and plugging equipment. Rapid response times ensured by the SSO Response Chain of Communication and the availability of 24/7 Sewer On-Call Personnel will minimize the volume of sewage that reaches waters of the United States. In the event that sewage enters a water of the United States, the Yolo County Hazardous Materials Response Team, or standby emergency response contractor will handle mitigation and clean-up, if City staff is unavailable. City Collections Workers are trained in cleanup of Category 2 spills but may need further assistance by the environmental contractors as needed. Sub-section VIII of the “SSO Response Procedures” section of the OERP requires that the Environmental Resource Analyst and Lab Analysts work with the Hazardous Materials Emergency Response Team to conduct water quality monitoring if deemed necessary to validate posting or discontinuation of health warning advisories. The Environmental Compliance Division has established detailed “Sampling Procedures for Spills and Illegal Discharges”, which is included as an appendix to the OERP. <u>Existing Condition Surface Water Quality Sampling Procedures</u> <i>Overview</i> The City has implemented a program to regularly collect existing condition water samples at specifically identified “waterways of concern”. Waterways of concern are major drainage features within the City that could be subject to receiving sanitary sewage flow in the event of an SSO. The purpose of conducting existing condition sampling is to have baseline sampling results available to compare against in the event of an SSO, so that it may be

Element vi. Overflow Emergency Response Plan

determined if the spill truly had an effect on the waterway or if a "contaminated" sample collected after an SSO was typical for that waterway. Existing condition sampling allows the City to present a clear picture of the effect a spill actually has on a waterway to the State or Regional Board.

Waterways of Concern

The City has developed an Existing Conditions Water Quality Sampling Plan (see **Attachment vi-5**) which identifies a list of the water quality sampling points which were developed by the Wastewater Systems Administrator. The selection of these specific waterways and locations was based on institutional knowledge of areas where sewer collection system infrastructure is positioned such that sewage from SSOs may easily and quickly flow into them, as well as reviews of GIS mapping. The Existing Condition Water Quality Sampling Plan includes a map of water quality sampling points throughout the City and a brief description of each sampling location.

Overview of Sampling Procedure

The waterways of concern are sampled quarterly. Additional sampling is done on an as needed basis

The Existing Conditions Water Quality Sampling Plan includes identification of both "standard" and "critical" sampling locations. All "standard" sampling locations are sampled as described above every three years. All "critical" sampling locations are sampled every year. Standard sampling locations are located so as to collect data from all major drainage canals throughout the City. Critical sampling locations represent the confluence of major drainage canals, or transitions into larger drainage systems, such as the Tule Canal's discharge to the Yolo Bypass.

The following samples are collected on each day of sampling:

- pH
- conductivity
- dissolved oxygen
- total suspended solids
- total dissolved solids
- 2-hour chemical oxygen demand
- total coliform as E. coli 24-hour

Element vi. Overflow Emergency Response Plan

- BOD
- nitrate
- boron
- selenium
- total coliform
- E. coli
- total oil and grease

Sample Collection, Analysis, and Data Use

Utility Maintenance Workers collect samples, and deliver them to the water quality lab at the City's WPCF. After each sampling lab results are forwarded to the Utility Maintenance Division for review and documentation.

In the event that an SSO occurs and a specific request is made by either the State or Regional Board, WPCF Lab Analysts will collect surface water samples at the location of the spill per the "Sampling Procedures for Spills and Illegal Discharges". Lab Analysts will produce a report comparing the SSO test results to existing conditions water quality parameters for the season in which the spill occurred. The report will be included as an attachment to the SSO Report Form filed for Category 1 spills.

Related Documents

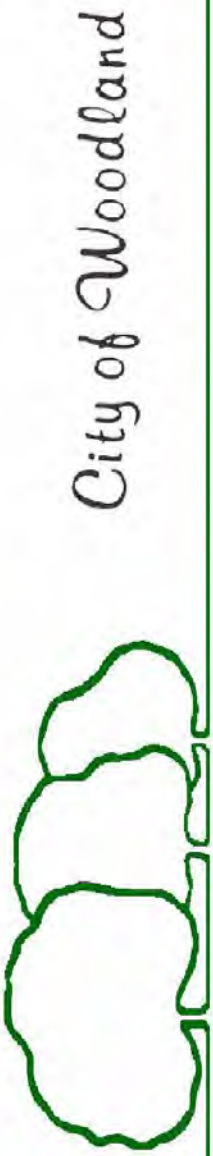
- o Attachment vi-1: City of Woodland OERP
- o Attachment vi-5: Existing Conditions Water Quality Sampling Plan

Plan & Schedule

No further efforts are projected for this element at the present time.

Attachment vi-1:

City of Woodland Overflow
Emergency Response Plan

	Table of Contents	<u>Page</u>
	Purpose and Goals	2
	Distribution	3
	Acronym and Term Definitions	3
	SSO Response Procedures	4
	SSO Reporting Timeframes	12
	Group Telephone Guide	14
	OERP Response Procedures Training	15
	OERP Performance Review	15
	Appendices	16

Purpose and Goals

The purpose of this Overflow Emergency Response Plan (OERP) is to define procedures for the Public Works Department to follow in response to sanitary sewer overflows (SSOs) to ensure that all regulatory requirements are met. The procedures defined herein should be followed to make certain that appropriate regulatory agencies and other potentially affected entities such as local health agencies, State / Regional Water Boards, or water suppliers are notified in a timely manner when an SSO occurs. The procedures provide steps to follow when a spill does occur and outlines measures to be taken on how to contain, correct, and initiate cleanup of the spill in order to minimize any adverse impact on the environment resulting from the spill. This document includes a program and schedule for distribution to and appropriate training of all agencies and staff involved in SSO response procedures.

Goals and Objectives:

- Protect public health and safety
- Prevent adverse impacts to the environment
- Achieve timely response to reports of all potential SSOs, with a 30 minute response time during normal working hours and a 45 minute response time after normal working hours
- Ensure established and effective action is taken when responding to SSOs

Approved by:

Greg Meyer Director of Public Works	_____	_____
	Signature	Date
Tim Lloyd Wastewater Systems Administrator	_____	_____
	Signature	Date
Shane Carlson WPCF Chief Operator	_____	_____
	Signature	Date
Angela Weeks Environmental Compliance Inspector	_____	_____
	Signature	Date

Distribution

T

The most up-to-date copies of this OERP should be kept available at the following locations:

- Water Pollution Control Facility
- Utility Superintendent's Office
- Utility Supervisor's Office
- MSC-Municipal Service Center
- Sewer Utility Stand-by Vehicle
- Appendix to the SSMP
- City Police Department
- City Fire Department
- Yolo County Emergency Dispatch Center

- Yolo County Hazardous Materials Emergency Response Team Office

Acronym and Term Definitions

CDFG - California Department of Fish and Game

CIWQS - California Integrated Water Quality System SSO online data base

MRP - Monitoring and Reporting Program No. 2006-0003-DWQ and as amended by Order No. WQ 2008-0002-EXEC

MSC - Municipal Service Center

RWQCB - Regional Water Quality Control Board

SSO - Sanitary Sewer Overflow

SWRCB - State Water Resources Control Board

WPCF - Water Pollution Control Facility

Online CIWQS SSO Database - Online spill reporting system that is hosted, controlled, and maintained by the State Water Resources Control Board. The web address for this site is: <http://www.swrcb.ca.gov/ciwqs/>

Surface Water - A surface water is any "waters of the United States," including all waters that are or could be used for such purposes as recreation, fishing, swimming, agriculture, industry, etc. Lakes, streams, tidal waters, estuaries, and other waters that flow on the surface of the land are included, even if they flow only part of the year. Wetlands are also included.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

Sanitary Sewer Overflow - A sanitary sewer overflow is any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

- A. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States.
- B. Overflows or releases of untreated or partially wastewater that does not reach waters of the United States.
- C. Wastewater backups into buildings and on private property that are caused by flow blockages within the publicly owned portion of a sanitary sewer system.

According to the MRP established by the SWRCB, SSOs are classified into three categories defined by the following:

Category 1

Major Spill - All discharges of untreated or partially treated wastewater from a sanitary sewer system of any volume resulting from an enrollees sanitary sewer system failure or flow condition that:

- A. Reaches surface water and/or reaches a drainage channel tributary to surface water.
- B. Reaches a municipal separate storm system and are not fully captured and returned to the Sanitary sewer system or not captured and disposed of properly.

Category 2

Minor Spill – Discharges of untreated or partially treated wastewater of **1000 Gallons or greater** resulting from an enrollees sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a municipal separate storm system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3

All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharges

Sewage discharges that are caused by blockages or other problems within a privately owned lateral, and less than 1,000 gallons.

SSO Response Procedures

The following response procedures were developed by the Public Works Department to facilitate the containment, clean-up, and reporting of SSOs. These procedures are to be followed to ensure that all regulatory agencies and appropriate City personnel are notified of the spill within the specified timeframes per the MRP, and that the Public Works Department provides a response appropriate to each specific SSO event. Personnel identified in parenthesis denote the key staff person(s) for each task.

I. Overflow Detection Methods:

- A. Lift station alarm (WPCF Plant Operator)
- B. WPCF alarm (WPCF Plant Operator)
- C. Utility Maintenance Crew observation
- D. Phone calls
 - i. During working hours - MSC front desk: 530-661-5962.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- ii. After working hours -Yolo County Communications (911) or 530-666-8900.
- iii. On-call Staff is checked in with County Communications at the beginning of the shift.

II. SSO Chain of Communication (All SSO Responders)

- A. The initial observer (Sewer Maintenance Crew) or receiver of an SSO call (MSC front desk or Yolo County Dispatcher) should use a standard SSO Report Form (see **Appendix 1**) and attempt to collect the following information:
 - Time and date call is received
 - Specific location of SSO
 - Description of the problem
 - Time possible SSO was noticed by observer
 - Observer / caller's name and phone number
 - Observations made (e.g. odor, duration, estimated volume, damage)
 - Other relevant information that will enable the responding investigator and crews, if required, to quickly locate, assess, and stop the overflow.
- B. Once an SSO has been reported, the SSO should be communicated according to the SSO Reporting Chain of Communication, included in **Appendix 2**. The Utility Superintendent or On-Call Crew will dispatch resources to the site of an SSO as deemed necessary based on the initial incident report information available.

III. Initial Investigation Response (Sewer Utility Supervisor / On-Call Personnel)

The Sewer Utility Supervisor or On-Call Personnel must perform a quick investigation of the overflow upon arrival, which includes:

- A. Make note of time of arrival.
- B. Isolate the scene with cones or caution tape.
- C. Perform SSO flow estimation (use **Appendix 3: SSO Flow Estimation Procedures**).
- D. Briefly take pictures of the SSO and surrounding areas to document the extent of the overflow and damages.
- E. Decide if the SSO constitutes a Category 1, Category 2, Category 3 or Private Lateral spill.
- F. Determine if additional SSO response resources are needed, and call them in if necessary (per SSO Reporting Chain of Communication).
- G. The Utility Superintendent, Supervisor, or On-Call Personnel report the incident to both internal City contacts as well as external agencies as required by the MRP. The SSO will be reported as described in the "SSO Reporting Timeframes" section of this document, and as noted on the SSO Reporting Chain of Communication.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- H. Initial 2-hour reporting (by phone, as required by Order No. WQ 2008-0002-EXEC) to the State OES (800) 852-7550, RWQCB (916) 464-4660 and Yolo County Health Department (530) 666-8646, which is required for all SSOs that affect a surface water may be completed by the Utility Supervisor or On-Call Maintenance Crew if the Utility Superintendent is not immediately available within 2-hours of the initial report of the incident.
- I. The Maintenance Crew should focus on containing the SSO and stopping the cause of the spill prior to filling out a detailed SSO Report Form or "24-Hour Certification of 2-Hour Notification" Form. The information for these report forms may be gathered once the SSO has been appropriately mitigated as described below.

IV. Traffic Control / Hazardous Materials (Sewer Utility Supervisor)

If spill cleanup assistance and/or additional traffic control is needed to protect the public or City employees while containment and cleanup of the spill is ongoing, appropriate entities listed in Call Group 3 should be contacted to assist.

- A. For traffic and crowd control contact the City of Woodland Police Department.
- B. If the spill is toxic and/or an injury occurs, contact the City of Woodland Fire Department and the Yolo County Health Department if necessary. The Yolo County Health Department is capable of dispatching their Hazardous Materials Emergency Response Team to the scene.
- C. If the Yolo County Hazardous Materials Emergency Response Team is not capable of responding adequately to the scene, the Supervisor or On-Call Crew may contact other response agencies for which the City has Standby Emergency Response Agreements in place (see **Appendix 4**).

V. Contain SSO (Utility Maintenance Workers)

When Utility Maintenance Workers arrive on the scene of an SSO, the first step is always for Workers to put on the proper safety equipment such as eye protection, gloves, a hard hat, etc. If a hazardous substance is clearly involved in the spill, identified by the smell of gas or other toxic / flammable substance, the Fire Department, Police Department, County Health Department, or Standby Emergency Response Contractor should be contacted to handle clean-up. If no hazardous materials are present at the spill site, the Utility Maintenance Worker may proceed with the following:

- A. Procedure for containing overland SSOs
 - i. If the spill has not yet reached a catch basin or storm drain inlet, place rubber mats over or sandbags in front of any that are nearby to prevent future infiltration into the storm drain system

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- ii. Dig a trench or build a dirt berm to channel sewage into the nearest downstream maintenance hole if sewage is flowing.
 - iii. If it is not possible to divert flow to a maintenance hole, consider plugging the outlet from a nearby storm drain catch basin and diverting flow into the sump for temporary storage and later removal.
 - iv. If possible, use a Vac-Con truck to remove flowing or standing sewage.
- B. Procedure for containing overflow in a building
 - i. Advise the property owner to obtain the services of a certified clean-up contractor to assist with containment and restoration of the area. The City does not provide these services.
 - ii. Make the customer aware that if the backup is determined to have occurred due to blockage of the lateral on the customer's property, cleanup is at the customer's expense. If the blockage is determined to have occurred within the publicly owned portion of the lateral or within the main service line, the customer may file a claim which will result in payment of damages by the City.
- C. Procedure for containing overflow that reaches a storm drain
 - i. Determine visually or through use of the City mapping system the outfall point of the affected area in the storm drain system and plug all outfalls.
 - ii. If drainage ditches or channels are conveying sewage, block them with berms or sand bags if necessary to prevent further migration of sewage downstream.
- D. Required containment equipment
 - i. See **Appendix 5: SSO Response Equipment List**

VI. Locate the Cause of Overflow (Utility Maintenance Workers)

- A. Locate the cause of the overflow
 - i. Sewer main
 - a. Check flow in maintenance holes.
 - b. Blockage should be between maintenance hole with sluggish flow and maintenance hole with very little or no flow.
 - ii. Service sewer lateral
 - a. Check flow in cleanout. If cleanout does not have flow, stoppage is located on private property and is not the City's responsibility.
 - b. If there is no existing cleanout, notify property owner to call a plumber to clear the stoppage and run the service line from the house to the main line.
 - c. Be sure to collect data required for Private Lateral SSOs on the SSO Report Form so that the event may be reported using CIWQS, if desired by the Utility Superintendent.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- d. Contact the Environmental Compliance Division to inspect the property if necessary (use appropriate inspection request form).
- iii. Pump station
 - a. Check alarm system for indication of problem. Many alarms are telemetered by the SCADA system to the WPCF.
 - b. Call a WPCF Operator to the pump station for a visual inspection of the facility
 - c. If power failure has occurred, determine if pump station has an emergency generator and if emergency generator is operating.
 - d. Check flow meters and pressure gauges to determine if pumps are operating within normal ranges.
- B. Correct the problem (Utility Maintenance Workers / WPCF Operators)
 - i. Within sewer main
 - a. If necessary, set up bypass pumping. Measure the distance from the upstream maintenance hole where flow is backing up to the nearest downstream maintenance hole where flow is clear to determine the length of pipe needed. Use a gravity flow slide calculator to estimate the flow rate in the blocked pipeline based on the estimate of the pipe size, slope, and 100% full flow. The gravity flow rate may also be available from printed maps of the City's hydraulic model results.
 - b. If appropriate bypass pumping equipment is not available at the MSC, the appropriate equipment rental agency (Rain for Rent or other) should be contacted to provide the necessary equipment.
 - c. Clear line from dry maintenance hole if possible with high pressure cleaning or rodding equipment according to City standard operating procedures (HVVC Best Practices).
 - d. Determine cause of blockage if possible during cleaning.
 - ii. Within lateral service line
 - a. Maintenance Worker to determine cause and location of blockage through visual inspection if possible.
 - b. Initiate CCTV inspection of service lateral if necessary using lateral TV camera to determine the cause and location of the blockage. This may not be possible depending on conditions at the cleanout, if one exists.
 - c. Clear the blockage if it has occurred within the publicly owned portion of the lateral.
 - d. If a plumber is required to clear blockages in the privately owner portion of the lateral, Utility Maintenance Worker will follow up with the plumber to determine the cause of the blockage and append that data to the SSO Report Form.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

iii. At pump station

- a. If pump station does not have power, connect portable emergency generator. Electricians are needed to connect a portable emergency generator to the pump station if an electric plug connection is not provided.
- b. Check fuel for emergency generator.
- c. If a pump is not operating, have an Electrician troubleshoot the pump.
- d. Set up bypass pumping if necessary. If appropriate bypass pumping equipment is not available at the MSC, the appropriate equipment rental agency (Rain for Rent or other) should be contacted to provide the necessary equipment.
- e. If the pump cannot be repaired in place, have an Electrician and Maintenance Worker remove the malfunctioning pump and install one of the available backup pumps.
- f. Have the Utility Maintenance Crew investigate the force main for possible damage or blockage.
- g. Refer to the emergency response plan provided by the pump station contractor / engineer to respond to other specific problems, which is available on-site at each pump station.
- h. Make other repairs as necessary.

VII. Clean-Up (Utility Maintenance Workers)

A. Storm drain clean-up

- i. Pump out wastewater and take to WPCF.
- ii. Remove debris.
- iii. Wash concrete thoroughly with pressure washer and contain wash water.
- iv. Pump out wash water, clean contaminated storm lines (through use of Vac-Con or other means) and take to WPCF.
- v. Remove contaminated soil and dispose of according to applicable sludge disposal regulations (coordinate with WPCF Superintendent).
- vi. Remove all plugs / dams used to contain overflow.

B. Street clean-up

- i. Remove debris.
- ii. Wash pavement and contain wash water.
- iii. Remove wastewater to WPCF.
- iv. Disinfect contaminated area with 10 parts water and 1 part bleach spray, followed by a second rinse. Contain and dispose of wash water at WPCF.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- C. Natural habitat / surface waters
 - i. For minor spills in natural habitat that is not considered a surface water; remove debris, rinse the area thoroughly and contain wash water. If sewage has thoroughly penetrated the soil, determine on a case-by-case basis if excavation and disposal of the soil as sludge is necessary. Coordinate with the WPCF Superintendent as needed.
 - ii. If deemed necessary by the Environmental Compliance Inspector, the Yolo County Health Department Hazardous Materials Response Team or Standby Emergency Response Contractor will be called in to clean up extensive contamination of surface waters or other natural habitats.
- D. Private property clean-up
 - i. Property owner to hire a specialized clean-up contractor to mitigate damage. Payment to be made by City for blockages in the publicly owned portion of the sewer collection system and property owner to make payment for private lateral blockages.
 - ii. Environmental Compliance Inspector to monitor progress and close-out of the clean-up procedures.

VIII. Final Investigation (Sewer Utility Supervisor)

Once the SSO has been isolated and the cause has been mitigated, the Supervisor must perform a final investigation to determine if additional reporting is required.

- A. Estimate final overflow volume.
- B. Use a CCTV camera to inspect the pipeline segment in which the blockage occurred. A CCTV inspection should be conducted even if the probable cause of the SSO has been determined during spill mitigation activities, such as during hydroflushing to clear the blockage.
- C. Work with the Yolo County Health Department and Environmental Compliance Inspector to determine if health warnings must be posted.
- D. If necessary, work with the Yolo County Hazardous Materials Emergency Response Team, Standby Emergency Response Contractor, Environmental Resource Analyst, and WPCF Laboratory Analyst to determine the locations and continued future schedules of water samples that should be collected to determine the impact of a spill that has affected a waterway, or to confirm the discontinuation of any posted health warnings.
- E. If an SSO enters a body of water, samples must be taken from contaminated area at entry point, and downstream of overflow location according to the established "Sampling Procedures for Spills and Illegal Discharges" (see **Appendix 6**).
- F. The MRP requires the following be recorded for all samples taken:
 - The date, exact place, and time of sampling measurements.
 - The individual(s) who performed the sampling or measurements.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

G. If an SSO enters a body of water, the Utility Supervisor or On-Call Crew should ensure that the "24-Hour Certification of 2-Hour Notifications" Form (see **Appendix 1**) is filled out and faxed to the RWQCB within 24-hours of the event being reported to fulfill the requirements of Order No. WQ 2008-0002-EXEC.

IX. Reporting (Sewer Utility Supervisor / Superintendent)

All Category 1 and 2 SSOs must be reported regardless of volume. It is at the Superintendent's discretion to report Private Lateral Spills.

- A. The Supervisor is responsible for the collection of all the mandatory information to be included in online reports according to the SWRCB established MRP. The Supervisor should completely fill out the SSO Report Form (see **Appendix 1**) at the scene of the event to ensure all of the necessary data is accurately collected. If the Supervisor is not available when the SSO has been mitigated and it is time to thoroughly document the event, the SSO Report Form can be completed by On-Call Personnel.
- B. The completed SSO Report Form shall be kept on file. The SSO Report Form shall be reviewed and submitted to the Superintendent by the Supervisor.
- C. The Superintendent must review the report, and complete and certify the final online report through the CIQWS system as described in the "SSO Reporting Timeframes" section of this document.

X. Special Circumstances (Sewer Utility Supervisor / On-Call Crew)

- A. After hours, weekend, and holiday response
 - i. At least one Maintenance Worker is on-call and available 24 hours a day, 365 days a year to initiate the SSO Reporting Chain of Communication and direct SSO response activities.
- B. Heavy traffic
 - i. City Police will respond to any SSO that affects street travel and will implement a proper traffic control plan to prevent public exposure to sewage and protect the safety of SSO responders.
- C. SSOs near schools, hospitals, etc.
 - i. The Utility Supervisor or On-Call Crew will immediately contact school principals, hospital directors, and other public facility administrators by phone if an SSO poses a threat of exposure and properly isolate the spill area from public contact.
- D. Major repairs required
 - i. Circumstances may arise when the City of Woodland could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring shoring and dewatering should excavation be required. If a pipeline failure requiring excavation for repair has occurred, the Supervisor or Superintendent will contact Underground Service

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

Alert (USA) as soon as possible to begin the process of utility location so that repairs may be made rapidly. The Superintendent or Supervisor will initiate the process of implementing a strategy to repair the damaged pipeline, which may include contacting engineering consultants and contractors.

SSO Reporting Timeframes

The Public Works Department has developed the following procedures for the reporting of SSOs. These procedures are to ensure that all regulatory agencies and City departments are notified within the timeframes specified in the MRP and that all regulatory requirements are met when reporting SSOs. These SSO reporting steps should be followed by the Sewer Utility Superintendent, Supervisor, or On-Call Crew immediately upon notice of an SSO event.

A. Major Spills Category 1

- i. First responder contacts Call Group 2 as soon as possible after arriving on the scene and assessing the situation, within 30 minutes of arrival.
- ii. Call selected departments in Call Group 3 as needed within 1 hour of arrival.
- iii. If the SSO has impacted a drainage channel or surface water, the City is required to report the SSO to the RWQCB, State OES, and Yolo County Health Department (Call Group 1) within 2 hours of the initial report of the incident by telephone, voicemail, or by fax.
- iv. If the SSO impacts any body of water, the City is required to report the SSO to the CDFG within 2 hours. The City Environmental Resource Analyst should also be contacted to coordinate surface water sampling (Call Group 1). The Supervisor or Superintendent will make the decision to contact any affected downstream water suppliers based on an assessment of the spill with respect to wells or spills to surface waters with intake points downstream (Call Group 3). This notification will also be made within 2 hours.
- v. The Utility Superintendent must fax the "24-Hour Certification of 2-Hour Notification" Form to the RWQCB, or may use the CIWQS system to certify to the RWQCB that the State OES and Local Health Department were contacted within the required 2 hour window. This certification must be submitted within 24 hours of the spill occurrence.
- vi. Initial reporting must be made through the CIWQS system as soon as possible but no later than 3 business days after being made aware of the SSO.
- vii. A final certified report must be completed through the CIWQS system within 15 days of conclusion of the SSO event.
- viii. Submit an incident report to the Deputy Director of Public Works within 3 business days after being made aware of the SSO.
- ix. Submit laboratory analysis results when available, but no later than 20 business days after the SSO event (if water quality samples were taken).

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

Official SSO reports submitted to regulatory agencies may need to be updated with laboratory analysis results.

- B. Minor Spills Category 2
 - i. First responder contacts Call Group 2 as soon as possible after arriving on the scene and assessing the situation, within 30 minutes of arrival.
 - ii. If the volume of sewage spilled is significant (more than 1000 gallons), the Yolo County Health Department should be contacted for cleanup instructions.
 - iii. Reporting must be made to the CIWQS system within 30 days after the end of the calendar month in which the spill occurs (e.g. all spills occurring in the month of January must be entered into the database by March 1st).
 - iv. Submit an incident report to the Deputy Director of Public Works within 20 business days after being made aware of the SSO.
- C. Private Lateral Spills
 - i. Reporting may be made to CIWQS system based upon the Utility Superintendent's discretion. If a spill is reported through CIWQS, the spill must be identified as caused by a private property owner and the responsible party must be identified.
- D. "No Spill" Reporting
 - i. If there are no SSOs during the calendar month, a report is submitted within 30 days after the end of the calendar month as a statement through the CIWQS system certifying that there were no SSOs during the designated month.

Group Telephone Guide

Group 1: Contacts for Major Spills (Category 1)	
Office of Emergency Services (OES).....	1-800-852-7550 or 916-845-8911
Regional Water Quality Control Board	
Phone	916-464-4660
Fax	916-406-4645
Yolo County Health Department.....	530-666-8646
<i>If spill impacts any local stream / waterway call:</i>	
State of California Department of Fish and Game	916-653-7664
<i>If spill reaches the storm drain call:</i>	
Environmental Resource Analyst	530-406-5110
Local Government Officials (City Council)	530-661-5806

Group 2: Contacts for Major and Minor Spills (Category 1 and 2)	
1 st Utilities Maintenance Supervisor.....	530-681-0399
2 nd Senior Utilities Maintenance Worker.....	
3 rd Wastewater Administrator.....	530-681-7989
4 th Deputy Director of Public Works.....	530-681-0608
WPCF Superintendent (For Pump Station Failures)	530-908-4309
Environmental Compliance Inspector	530- 661-2057

Group 3: As-Needed Contacts	
Yolo County Communications	530-666-8920
Woodland Fire Department	530-661-5860
Woodland Police Department.....	530-661-7800
Additional By-pass pumping (Contractor)	
Rain for Rent	530-662-1024
United Rentals (Generators, Heavy Construction Equip).....	530-669-3270
Conaway Ranch (downstream agricultural water user).....	530-662-1484
Clean Harbors Environmental Services.....	916-375-2611 or 916-302-6265
Underground Service Alert (USA.)	1-800-227-2600

OERP Response Procedures Training

The Department of Public Works will ensure that all staff involved in the SSO response procedures are properly trained by conducting the following training, which will be included as part of the regular weekly tailgate discussions and monthly training meetings:

A. Minimum annual overflow mitigation training / review for Utility Maintenance

Workers including field review and demonstrations of:

- i. Overflow diversion using berms and ditches
- ii. Storm sewer covering and plugging procedures
- iii. Vacuum truck usage
- iv. Rinsing, rinse containment, and disinfection procedures for SSO cleanup
- v. Hydraulic cleaning methods (hydro-jet, rodding, etc.)
- vi. CCTV inspection of plugged pipes
- vii. Location of SSO response supplies
- viii. Rodding of customer laterals
- ix. Customer service techniques
- x. Safety measures, including identification of hazardous materials
- xi. Conduct bypass setups at lift stations and between maintenance holes

B. Minimum annual joint meeting or conference call with Police Department, Fire Department, and Yolo County Health Department to review communication and response procedures including SSO cleanup, traffic / crowd control, and hazardous materials handling.

- i. Meeting minutes are to be kept and distributed to all meeting attendees within 1 week of meeting.

OERP Performance Review

- A. Within one month after every Category 1 SSO, the Utility Superintendent, Supervisor, and Maintenance Workers shall hold a mandatory review meeting to discuss the success of the response efforts. Additionally, any necessary new preventative maintenance strategies that should be employed to prevent an SSO from occurring in the same location due to similar causes should be discussed and documented. Any preventative maintenance strategies agreed upon should be incorporated into regular maintenance schedules. A list of meeting notes will be created and filed.
- B. The Utility Supervisor shall document response times on each SSO Report Form of key responders such as Utility Maintenance, Fire, Police, and County Health Workers and present the results at each mandatory SSO review meeting for discussion.
- C. Annually, the Utility Superintendent will collect and review the filed SSO response review notes and consider making changes or updates to the OERP to be distributed and introduced each year at the annual Maintenance Worker and Police / Fire / Health Department OERP procedure review meetings

Appendix 1

*Standard SSO Reporting Form and 24-hour
Certification of 2-hour notification for surface
water reaching SSO*

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan



City of Woodland
PUBLIC WORKS

SSO REPORT FORM

Date:

CIWQS ID #

Cityworks:

SR#

WC#

☐ CATEGORY 1 (3 BUSINESS DAYS)

☐ CATEGORY 2 (3 BUSINESS DAYS)

☐ CATEGORY 3 (30 CALENDAR DAYS)

☐ CITY

☐ PRIVATE

*Estimated spill volume: gallons Estimated current spill rate: gallons per minute

*Did spill discharge to drainage channel and/or surface water?

☐ YES

☐ NO

*Did spill reach a storm drain pipe?

☐ YES

☐ NO

*If spill reached drain pipe, was spill fully captured / returned to sanitary sewer system?

☐ YES

☐ NO

☐ N/A

*Was spill a private lateral spill? IF YES, provide contact information:

☐ YES

☐ NO

Property owner or responsible party information:

Name

Address

Phone #

*Final spill destination:

Surface water

☐ Street/curb/gutter

☐ Unpaved surface

☐ Storm drain

☐ Other

Explanation, if other:

Physical Location Details~

*Spill location name:

Private clean out

☐ City clean out

☐ Manhole

☐ Other

Explanation, if other:

*Latitude of spill location: 38 degree minutes seconds

*Longitude of spill location: 121 degree minutes seconds

Street number:

Street direction:

Street name

Street type:

Cross street:

Street type:

City: Woodland *County: Yolo Regional Water Quality Control Region 5S-Sacramento

*Estimated spill start date/time:

*Estimated date / time sanitary sewer system agency was notified of or discovered spill:

*Estimated Operator arrival date/time:

*Estimated spill end date/time:

Spill cause

Diameter of sewer pipe at the point of blockage or spill cause (if applicable): inches

Material of sewer pipe at the point of blockage or spill cause (if applicable):

Estimated age of sewer pipe at the point of blockage or spill cause (if applicable):

Description of terrain surrounding the point of blockage or spill cause (if applicable): FLAT

*Spill response activities:

Pictures taken ☐

Notification Details~ (Required for Category 1)

*OES Called Date/Time

*OES Control Number

*Yolo County Environmental Health notified date/time

*Regional Water Quality Control Board notified date/time

*COW Environmental Compliance notified date/time

Other Agency Notified:

Was any of this spill report information submitted via fax/email to the RWQCB?

☐ YES

☐ NO

If YES, date and time spill report information was submitted via fax/email to the RWQCB

Is there an ongoing investigation?

☐ YES

☐ NO

Water quality samples analyzed for:

Explanation:

Water quality sample results reported to:

☐ County Health Agency

☐ RWQCB

COW Personnel Signatures/Date

Collections/Storm Supervisor

Responding Public Works Crew

OES

1-800-652-7550

Environmental Compliance Specialist

1-530-661-2058

County Health

1-530-666-8645

NPDES- State Storm Water

1-916-464-4798

Regional Water Quality Board (RWQCB)

1-916-464-4623

CA Fish & Game (Stacy Jimenez)

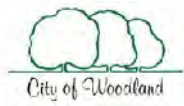
1-530-682-7088

Yolo Co Communications

1-530-666-8920

Conway Ranch

1-530-662-1484 or 1-916-718-8463



City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

CITY OF WOODLAND DEPARTMENT OF PUBLIC WORKS

UTILITY MAINTENANCE DIVISION

(530) 661-5962

24-Hour Certification of 2-Hour Notification for Sanitary Sewer Overflow Reaching a Surface Water

NOTIFICATION

(to be completed by Maintenance Worker, Utility Supervisor, or WPCF Operator responding)

DATE: _____

LOCATION: Address

Nearest Intersection

City/County _____

TYPE OF INCIDENT:

Manhole Overflow Pump Station Failure Other

Affected Waterway Estimated Spill Volume to Waterway

Time City notified _____ Time Maintenance Crew notified Time of arrival

Current Status of Response Effort

Time stoppage relieved _____

AGENCY NOTIFICATION - CONTACT BY PHONE WITHIN 2 HOURS OF SUPERVISOR/CREW NOTIFICATION

PUBLIC HEALTH DEPARTMENT	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME		Operator No.	
O.E.S	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME		Operator No.	
RWQCB	INITIAL DATE & TIME		FOLLOW-UP DATE & TIME			
SIGN AND FAX TO RWQCB @ (916) 464-4645 BY 8 A.M. THE NEXT BUSINESS DAY I certify that the Public Health Department, O.E.S, and the RWQCB have been notified as documented above, in accordance with State Water Resources Control Board Order No. WQ 2008-0002-EXEC. Certified by: _____ Signed by Utility Supervisor, Crew Leader, or WPCF Operator Responding _____ Date _____						

TELEPHONE NUMBERS TO USE

Yolo County Public Health Department (530) 666-8646 Contact within 2 hours of Supervisor/Crew notification

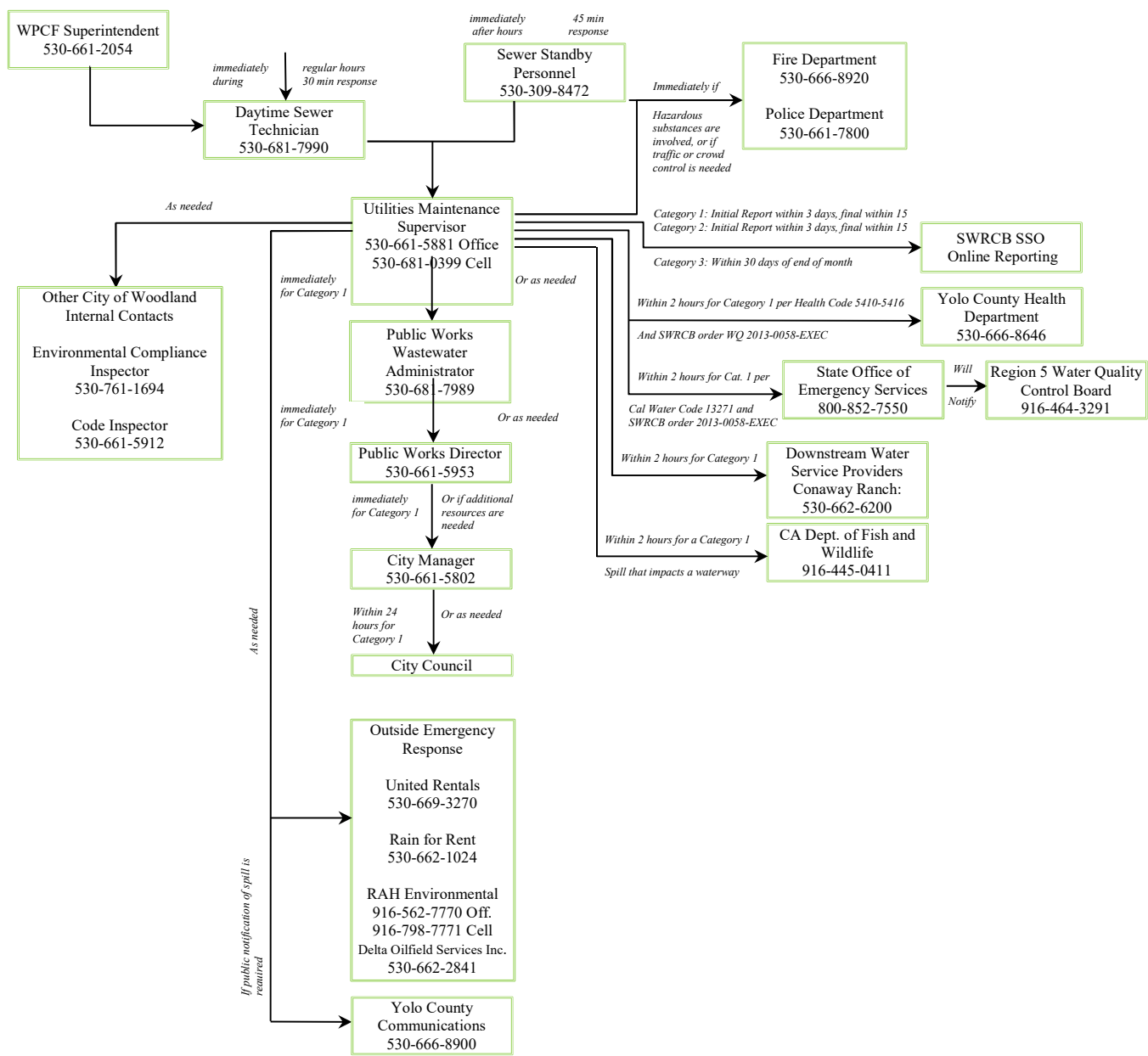
State Office of Emergency Services (800) 852-7550 Contact within 2 hours of Supervisor/Crew notification

Central Valley Regional Water Quality Control Board (916) 464-3291 Contact within 2 hours of Supervisor/Crew notification

Appendix 2
SSO Reporting Chain of Communication

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland Sanitary Sewer Overflow Reporting Chain of Communication



Appendix 3
SSO Flow Estimation Procedures

Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan

Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'

FST1MATFP SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER				36" COVER			
Height of spout above M/H rim H in inches	SSO Flow Rate n HH n M/n		Min. Sewer size in which these flows can pass Min. Sewer size in which these flows can pass	Height of spill above M/H rim H in W rhes	SSO Flow Rate n nrti n wen		Min. Sewer size in which these flows can pass Min. Sewer size in which these flows can pass
1/4	1	0.001		1/4	1	0.002	
1/2	3	0.004		1/2	4	0.006	
3/4	6	0.008		3/4	8	0.012	
1	9	0.013		1	13	0.019	
1 1/4	12	0.018		1 1/4	18	0.026	
1 1/2	16	0.024		1 1/2	24	0.035	
1 3/4	21	0.030		1 3/4	31	0.044	
2	25	0.037		2	37	0.054	
2 1/4	31	0.045		2 1/4	45	0.065	
2 1/2	38	0.054		2 1/2	55	0.079	
2 3/4	45	0.065		2 3/4	66	0.095	
3	54	0.077		3	78	0.113	
3 1/4	64	0.092		3 1/4	93	0.134	
3 1/2	75	0.107		3 1/2	109	0.157	
3 3/4	87	0.125		3 3/4	127	0.183	
4	100	0.145		4	147	0.211	
4 1/4	115	0.166		4 1/4	169	0.243	
4 1/2	131	0.189		4 1/2	192	0.276	
4 3/4	148	0.214		4 3/4	217	0.312	8"
5	166	0.240		5	243	0.350	
5 1/4	185	0.266		5 1/4	270	0.339	
5 1/2	204	0.294		5 1/2	299	0.430	
5 3/4	224	0.322		5 3/4	327	0.471	
6	244	0.352		6	357	0.514	
6 1/4	265	0.382		6 1/4	337	0.558	8"
6 1/2	266	0.412		6 1/2	419	0.603	
6 3/4	308	0.444		6 3/4	451	0.649	
7	331	0.475		7	483	0.695	
7 1/4	354	0.509		7 1/4	517	0.744	
7 1/2	377	0.542		7 1/2	551	0.794	
7 3/4	401	0.578		7 3/4	587	0.845	10"
8	425	0.612		8	622	0.895	
8 1/4	451	0.649		8 1/4	659	0.949	
8 1/2	476	0.666		8 1/2	597	1.000	
8 3/4	502	0.722		8 3/4	734	1.057	
9	525	0.76		9	773	1.113	

Disclaimer:
This sanitary sewer overflow table was developed by td Euyen. Civil Engineer. F t. No. 33S55
California, for County Sanitation District 1. This table is provided as an example Other Agencies
may war.: to csvslop their cv/n estimating tables.

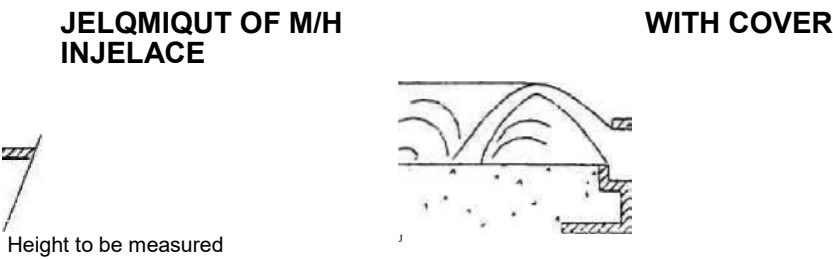
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Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ½ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

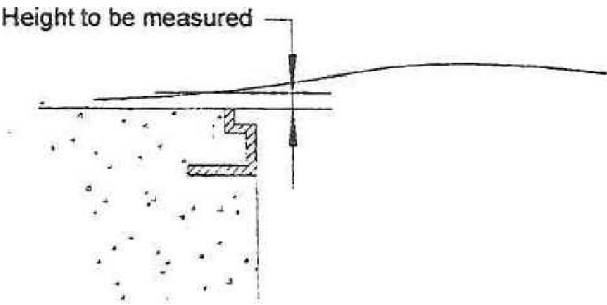
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The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir - bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

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TABLE 'C
ESTIMATED SSO Flow in CFS

Height of spout above M/H cover H in inr-ho^	SSO FLOW a	Height o l spout above V/H cover H in inr-ipe	SSO FLOW Q
5 1/8	62	1/B	1.0
5 1/4	6.3	1/4	1.4
5 3/8	6.3	3/B	1.7
5 1/2	6.4	1/2	1.9
5 5/8	6.5	5/6	2.2
5 3/4	S.S	3/4	2.4
5 7/3	6.6	7/8	2.6
S	6.7	1	2.7
6 1/8	6.8	1 1/8	25
6 1/4	6.8	1 1/4	3.1
6 3/8	6.9	1 3/8	3.2
6 1/2	7.0	1 1/2	34
6 5/3	7.0	1 5/8	3.3
6 3/4	7.1	1 3/4	3.5
6 7/6	7.2	1 7/8	37
7	7.2	2	3.9
7 1/8	7.3	2 1/8	4.0
7 1/4	74	2 1/4	4.1
7 3/3	7 4	23/8	4.2
7 1/2	7.5	2 1/2	43
7 5/3	76	2 5/3	4 4
7 3/4	76	2 3/4	4.5
7 7/8	77	2 7/8	4.5
8	7.7	3	4.7
8 1/3	78	3 1/8	48
8 V4	79	3 1/2	5 1
8 3/3	7.3	3 5/3	5.2
8 1/2	3.0	3 3/4	33
8 5/5	3.0	3 7/8	5.4
8 3/4	3.1	4	5.5
8 7/3	8.1	4 1/8	55
9	3.2	4 1/4	55
9 1/3	33	4 3/5	57
9 1/4	8.3	4 1/2	53
8 3/6	3.4	4 5/8	59
9 1/2	B.4	4 3/4	50
9 5/3	3.5	4 7/5	50
9 3/4	85	5	51
9 7/3	85		
IS	..		

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer. P.E. No. 33955. California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

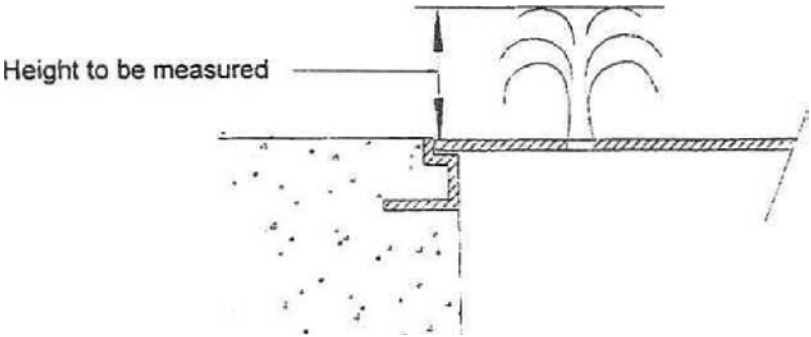
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The formula used to develop Table C is $Q=CcVA$, where Q is equal to the quantity of the flow in gallons per minute, Cc is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated, in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

²Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

Appendix 4
Standby Emergency Response Agreements (SERA)

CITY TO INSERT UPON AVAILABILITY

Appendix 5
SSO Response Equipment List

SSO Response Equipment and Storage Locations

Equipment	Use	Storage Location(s)
Rubber Mats	SSO Containment	MSC Long-term
Sand Bags	SSO Containment	MSC Long-term
Plastic Sheets	SSO Containment	MSC Long-term
Inflatable Pipe Plugs	SSO Containment	MSC Long-term
Digital Camera	SSO Documentation	Service Pickup Trucks
Portable Lighting	After Hours SSOs	MSC Long-term
Repair Clamps	Spot Repairs / SSO Mitigation	MSC Long-term
Traffic Cones / Barricades	Crowd / Traffic Control	MSC Long-term
Protective Gloves	Personal Safety	Service Pickup Trucks
Safety Glasses / Goggles	Personal Safety	Service Pickup Trucks
Disposable Protective Plastic Suits	Personal Safety	Service Pickup Trucks
Vac Con High Velocity Combination Truck	SSO Mitigation / Cleanup	MSC
High Velocity Cleaner	SSO Mitigation / Cleanup	MSC
CCTV Inspection Van	SSO Cause Investigation	MSC
Case 280 Backhoe	Spot Repairs / SSO Mitigation / Cleanup	MSC
Dig it Backhoe	Spot Repairs / SSO Mitigation / Cleanup	MSC
10, 5, and 3 Yard Dump Trucks	Spot Repairs / SSO Mitigation / Cleanup	MSC
Low Bed Trailer	SSO Mitigation / Cleanup	MSC
500 Gallon Cab Over Water Truck	SSO Mitigation / Cleanup	MSC
Lateral T.V. Camera	SSO Cause Investigation	MSC Long-term
Gas Monitors	Personal Safety	MSC Collections Trailer
6" Peabody Bypass Trash Pump	SSO Mitigation	WPFC
8" Gorman Rup Bypass Trash Pump	SSO Mitigation	WPFC
Trench Shoring	Spot Repairs / SSO Mitigation	MSC Long-term
Bleach and Disinfectant Spray Bottles	SSO Cleanup	MSC Storeroom

Appendix 6
SSO Surface Water Sampling Procedures

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland

Sampling Procedures for Spills & Illegal Discharges

1. Wear appropriate personal protective equipment (PPE), including safety gloves, eye protection, uniform and/or lab coat.
2. Never attempt to collect samples from locations in which personal safety is at risk.
3. Use the sample kit or sample bottles which have been assembled prior to the sampling event. Consult the Sampling Procedures Table for the proper container and preservative for each type of sample.
 - Three sets of samples are collected from each incident: upstream, entry point and downstream.
 - As far as practical, collect upstream and downstream samples no less than 100 feet from the entry point. Record the distance.
 - All samples are grabs and are collected 6 inches below the surface.
 - Measure Dissolved Oxygen, pH and Temperature at each sample point.
 - At minimum, collect samples for BOD and COD at each sample point.
 - At each sample point, collect an additional sample in an unpreserved, 1000 ml amber-glass bottle.
 - Label each bottle with sampling point, date and time of collection, analysis requested, and sample collector name or initials.
4. Use poles or dippers for hard to reach sample points.
5. Once opened, the inside surface of the sample bottle or lid should not be touched.
6. Face upstream of the spill and lower the bottle below the water surface (6"), then sweep the bottle upstream and out of the water. Be careful not to disturb any bottom sediments which may be present.
7. Take care not to wash any sample preservative from the bottle.
8. Avoid sampling debris or scum from the surface. The surface may need to be agitated or cleared before sampling.
9. Leave a bit of air space at the top of the sample bottle. For Coliform samples, fill the bottle to the line marked on the bottle.
10. Replace the lid securely and shake gently to homogenize the sample with the preservative.
11. Complete sample bottle label.
12. Place samples in a cooler packed with blue ice and deliver to the laboratory within 4 hours of collection.
13. Completely fill out a chain of custody document.
14. Notify laboratory of the event as soon as possible in order to ensure that lab personnel are available to receive and set-up the samples for analysis.
15. For sampling questions, contact the WPCF Laboratory at (530) 406 - 5103 or the Laboratory Analyst at (530) 681 - 2344.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland
Sampling Procedures

Sample Type	Analyses	Sample Volume	Container Type	Holding Time	Chemical & Other Preservation Method	Analytical Method
Sanitary Wastewater; (SSO)	Biochemical Oxygen Demand (BOD), 5-Day	1000 ml	Amber Glass	48 hrs.	Sulfuric Acid, Cold, 4°C	SM 5210
Sanitary Wastewater; (SSO)	Total & Fecal Coliform	100 ml	Sterile bottle with Na ₂ S ₂ O ₃	6 hrs.	Cold, 4°C	SM 9221
Sanitary Wastewater; (SSO)	Ammonia	500 ml	32 oz. plastic	28 days	Sulfuric Acid, Cold, 4°C	SM 4500
Total Petroleum Hydrocarbons (TPH, Gasoline)	Benzene Toluene Xylenes TPH MTBE	40 ml	VOA vial	14 days	Hydrochloric Acid, Cold, 4°C	EPA 8020
Total Petroleum Hydrocarbon, (Diesel/Motor Oil)	TPH, Diesel	500 ml	Amber Glass	14 days	Hydrochloric Acid, Cold, 4°C	EPA 8020
Pesticides	Pesticides	1000 ml	Amber Glass	24 hrs	Na ₂ S ₂ O ₃ Cold, 4°C	EPA 608/625
Organic Materials/ Industrial Wastewater (i.e. tomato waste)	BOD	1000 ml	Amber Glass	48 hrs.	Cold, 4°C	SM 5210
	pH	16 oz	Plastic	NA	Test Immediately	
	Temperature	16 oz	Plastic	NA	Test Immediately	
	EC	16 oz	Plastic	28 days	Cold, 4°C	SM 2510
Groundwater	Electrical Conductivity (EC)	16 oz	Plastic	28 days	Cold, 4°C	SM 2510
Street Maintenance Corrosives (lime, acid)	pH	16 oz	Plastic	None, Test Immediately	None, Test Immediately	
Swimming Pool Water	Chlorine Residual	16 oz	Plastic	None, Test Immediately	None, Test Immediately	HACH 8021

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

City of Woodland

Environmental Operations Division

Environmental Spill Sample Collection SOP

PURPOSE AND TYPES

GENERAL CONSIDERATIONS

This document sets forth standard operating procedures (SOPs) for spills, sanitary sewer overflows (SSOs) and illicit discharges which impact City's storm drain system in which City staff collects samples.

- In all cases, it is the City's responsibility to ensure that sample collection activities are conducted in accordance with accepted scientific procedures.
- The City has the option to select and adapt these protocols to best suit the particular situation and the resources available.

PURPOSES FOR SAMPLING

There are three main purposes for which the City might collect samples.

- Information. These are situations in which a sample is collected solely to provide information to help with response and not to be used as evidence in an enforcement action. For example, the City may collect a sample for field or laboratory tests that indicate the material's hazard to responders or suggest a containment strategy. Such sampling entails the least stringent procedures and does not require adherence to rules for handling evidence.
- Disposal. This is sampling intended to determine how to dispose of a material. Depending on the situation it may resemble informational sampling, but it is generally more stringent. The most common scenario is the collection of a sample to be sent to a contractor for initiating disposal arrangements. Since the contractor is required to follow certain quality assurance (QA) procedures, it is appropriate to ensure the City also follows the correct QA procedures, including the use of proper containers, chain-of-custody, etc. The aim is to ensure that the sample is truly representative of the waste and to minimize the potential for error.
- Enforcement. These are samples that are collected for administrative, civil, and/or criminal enforcement action. Standards for sampling procedure, documentation, and security are stringent. Although cases may never proceed to a trial, City employees must be prepared from the start to provide testimony, if required, to defend sampling activities. Therefore, whenever possible, standard sample collection and handling procedures should be followed.

TYPES OF SAMPLES

The most common types of samples that the City might collect include:

- Illicit Discharges
- Spills. This type of sampling draws material from container spills, vehicle accidents, illegally dumped materials, etc.
- SSOs.

TYPES OF CHEMICALS

The identity and hazard of a material generally fall into one of three categories:

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- Known. These are materials in which there is a high level of confidence that the nature and identity of the material is known. Many incidents fall into this category. For example, fuel spilled from a labeled tanker or a vehicle's fuel tank, or a chemical spilled from a labeled raw material container at a facility or in transit. A sample may be collected for field tests to verify its identity and to learn more about its properties (e.g., in preparation for proper disposal) or it may be collected in anticipation of enforcement action.
- Partially Known. These are materials whose identity or nature is incompletely known or is known but with uncertain confidence. Confirmation is required through further investigation, field-testing, or laboratory analyses, depending upon the circumstances.
- Unknown. These are materials whose identity or nature is nearly or entirely unknown. Many abandoned materials are unknown, at least initially, until a sample is collected. Unknowns are presumed to be hazardous materials until determined otherwise. An unknown becomes a partially known or a known material as further information is obtained.

SAFETY CONSIDERATIONS

City staff should only collect samples when the proper safety guidelines and applicable state and federal regulations are followed -- generally, when conditions for sampling are safe and when the necessary personal protective equipment is available. City staff must not put themselves in danger just to collect a sample of a material.

RECORD MANAGEMENT

This section discusses the records that need to be made and kept for various types of sample collection activities, including labeling and chain-of-custody requirements.

FIELD NOTES

Maintain a daily record of significant events, observations, and measurements during field investigations and sampling activities. These field notes are intended to provide a record that is sufficient to reconstruct events and activities that occur during projects and to refresh memory (e.g., if called to give testimony during enforcement actions). They should be kept as permanent records. If referred to in a legal proceeding, field notes are admissible as evidence and subject to cross-examination. They therefore must be maintained in a professional manner.

Field notes for sampling activities must include

- Date and time of sampling,
- Name of the sampler and (if evidentiary) witness
- Sample number (or other identification),
- Address or location (latitude and longitude, GPS),
- Source of material,
- Sample type and description,
- Suspected hazards in sample,
- Results of any field tests,
- Description of how the sample was taken and equipment used,
- Disposition of the sample, and
- Other pertinent details.

All notes are to be written in waterproof ink. If an error is made, make a correction by crossing out the error and entering the correct information. Errors should never be obliterated. Instead, they should be corrected, initialed, and dated by the individual who made the original entry.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

SAMPLE LABELS

Sample labels must be placed on each container. Use the label that accompanies the new container or another label with sufficient space for identifying the sample. Each sample or set of containers from that sample should have a unique identification number.

The information on a sample label should include

- Number,
- Date and Time,
- Location,
- Sampler's name,
- Sample type (composite, grab, etc.)
- Preservatives used.

To provide for the safety of others that will be handling the sample, it is a good idea to identify any suspected hazards.

SAMPLE CUSTODY

A sample is under custody if one or more of the following criteria are met:

- The sample is in the sampler's possession.
- It is in the sampler's continuous view after being in possession.
- It is secured in a locked area to prevent tampering.
- It is in a secure designated area.

CHAIN-OF-CUSTODY FORM

Chain-of-Custody (COC) forms are documents that describe each sample and track the transfer of a sample from the point of collection to its final destination - typically a laboratory or evidence locker. The form shows the name, date, time, signature, and organization of each transfer as well as the name of the sampler and a witness. The COC is a legal document and is the most important paperwork item in any sampling event. It is required for any sample that will be sent to a laboratory.

- Any chain-of-custody record can be used, but a form has been specifically designed for the City's use. It contains space for information that is likely to be relevant.
- All chain-of-custody forms should be written in waterproof ink.
- Any errors should be handled exactly as errors in the field notes: they should be crossed out and the correct information entered, initialed, and dated. Erroneous information should never be obliterated.

TRANSFERRING SAMPLES

When a sample is transferred, the individual relinquishing and the individual receiving it should sign, date, and note the time on the form. The method of shipment and other pertinent information should be entered in the "Remarks" section. If the samples are split with a potential responsible party, that event -- including the name of the person taking the split - should also be noted. A separate chain-of-custody record must accompany the potential responsible party's samples, too. A witness to the delivery should be obtained.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

PHOTOGRAPHS

For all photographs taken, record the date, time, and photographer's name. The photographer should review photographs or slides and compare them to the field notes, to assure that the notes and photographs match.

SAMPLING EQUIPMENT

A supply of basic sampling equipment must be readily available. These items should be in sufficient quantities to perform the necessary tasks and be stored in a secure site until needed.

COLLECTION EQUIPMENT

A variety of equipment should be available, as suggested below. For QA, safety and to minimize cleaning, most of the equipment should be disposable. Additional items may be added as needed.

Items for Collecting Samples of Solids:

- Hand Shovels - stainless steel & disposable plastic
- Stainless Steel Scoop/Spoon

Items for Collecting Samples of Liquids:

- Sample Rods and Contaminated Liquid Waste Samplers - both glass and disposable plastic
- Pipettes and Droppers - disposable plastic
- Bailers - disposable plastic and Teflon
- Rope and Stout String
- Stainless Steel or Polypropylene Dipper

Sample Jars and Containers.

An assortment should be readily available. To eliminate possible contamination or reaction of future samples, new sample containers should be used each time, and each should be used only once. Glass containers should have Teflon-lined lids.

Recommended sample containers include:

- 40 ml VOC Vials - both clear & amber
- Wide Mouth Glass Jars - 8 & 16 ounce
- Regular Glass Jars - 8 ounce & 1 liter
- Plastic Jars - assorted sizes

CLEANING GUIDE

In general, use pre-cleaned sampling materials. This will eliminate the need to handle, store, and use cleaning materials. Nevertheless, it will eventually be necessary to clean some sampling supplies. For most purposes, the following minimum-purity cleaning materials can be used:

- Lab detergent
- Deionized water
- 10% nitric acid
- Spectral-grade isopropanol or acetone.

Do not reuse cleaning materials, and dispose of all wastes and wastewaters properly.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

CLEANING PROCEDURES

All cleaning should be done under a fume hood or outdoors. Since nitric acid is a corrosive oxidizer, and isopropanol and acetone are flammable, be careful! After cleaning an item, handle and store it in a manner that prevents contamination. Items should be wrapped in new aluminum foil or in a new sealable plastic bag.

Glass Items

1. Wash with lab detergent and rinse with tap water.
2. Rinse with nitric acid if metals are a parameter, if not, go to #4.
3. Rinse with tap water.
4. Rinse with deionized water.
5. Rinse twice with solvent and allow to air dry.
6. Package to prevent contamination.

Stainless Steel Equipment

1. Wash with lab detergent and rinse with tap water.
2. Rinse with deionized water.
3. Rinse twice with solvent and allow to air dry.
4. Package to prevent contamination.

Plastic or Teflon

1. Wash with lab detergent and rinse with tap water.
2. Rinse with nitric acid if metals are a parameter, if not, go to #4.
3. Rinse with tap water.
4. Rinse with deionized water and allow to air dry.
5. Package to prevent contamination.

Note: Plastic pipettes or droppers should not be cleaned due to the difficulty of cleaning and drying them. Use only as new in box.

SAMPLE COLLECTION

This section describes how to collect various types of samples. City staff may alter these procedures, as appropriate, on a case-by-case basis. But regardless of the specific sampling method or equipment used, some basic sampling and handling principles apply:

GENERAL SAMPLING PROCEDURES

- Preserve health and safety! Before commencing collection of samples, thoroughly evaluate the site. Observe landmarks, hazards, reference and possible sample points.
- Record pertinent observations in your field notes. Include a sketch, when appropriate, identifying sample points.
- Prepare all sampling equipment and sample containers properly prior to entering the site.
- Have aluminum foil handy to provide protective wrapping, if necessary.
- Have absorbents handy to control spills.
- Place containers for receiving samples on a flat, stable surface.
- Collect samples first from those areas that are suspected to be the least contaminated and work to areas of most contamination, thereby minimizing the risk of cross contamination.
- Collect samples and securely close containers as quickly as feasible.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

- Where possible, record field observations at a safe on-site location rather than from the sampling point itself.
- If a sampling plan has been used, follow the plan in every detail. Document all steps in the sampling procedures. This is especially important in the event of an enforcement action.
- For potentially hazardous samples, be sure to clean the outside of the sampling containers prior to packaging them for transportation.
- Label all sample containers with the date and collector's initials.
- Complete all chain-of-custody documents and record information in the field notebook.
- Sampling equipment that is reused should be decontaminated between samples.

Spill Sampling

1. Approach spills in compliance with the *ER Site Safety and Health Plan*.
2. Depending on the type of material spilled, choose the appropriate sample collection tool and container.
3. Use a pipette or dropper, scoop, bailer, or another sample jar to collect the spill material. (Alternately, rather than using transfer tool, dip the sample container directly into the pooled material. This will require decontaminating the outside of the sample container to remove any potentially hazardous residue. This alternative is not recommended for unknowns or extremely hazardous materials.) To minimize volatilization when VOCs are a parameter, carefully pour the sample down the side of the sample container. When working with a solid or a sludge exposed to air, it is best to remove carefully the first 1-2 cm of material prior to collecting the sample.
4. Depending upon the nature of the spill, it may be advisable to composite material from several locations within the spill area. Use a Teflon or stainless steel bowl or tray for mixing the composites.
5. Fill the sample container with a stainless steel spoon, scoop or spatula with the desired amount of sample.
6. If the material is aqueous and VOCs are to be a parameter, use a VOC vial and fill it completely. If the material has a significant percentage of solvent, fill the container to approximately 90% capacity to allow for vapor pressure.
7. Check that the Teflon liner is present in the cap. Secure the cap tightly and label the container.
8. Place the sample in a shipping container for transportation.

Surface Water Sampling

Often, spilled materials (especially liquids) find their way into bodies of water. The resulting behavior of the material depends on its physical and chemical properties. Materials that are lighter than water will form pools atop calm pockets or float downwind/downstream of the spill site. Materials that are heavier than water will sink and collect in the greatest depths. Material that is water-soluble will diffuse throughout the water column. Hence, sampling must be suited to the material spilled and its behavior after it enters the water.

1. Approach spills in compliance with the *ER Site Safety and Health Plan*.
2. Select the appropriate sampling equipment and containers for the material spilled and the target parameters.

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

3. Use a pipette, dropper, bailer, weighted-bottle sampler, or sample container to collect the material or water sample. Samples from shallow depths can be collected by merely submerging the sample container. Simply position the container mouth so that it faces upstream. To avoid stirring up sediment, the sampler should be positioned downstream. Of course, the outside of the sample container must be cleaned before packing.
4. Fill the sample container with the desired amount of sample. It may be necessary to use multiple containers to get enough.
5. Check that a Teflon liner (if required) is present in the cap, close, and label the sample container.
6. Place the sample in a shipping container for transportation. Water samples for VOCs, cyanide and low-level inorganics must be cooled to 4°C with ice. (Do not use ice when shipping dioxin samples.)

OTHER SAMPLING CONSIDERATIONS

Sampling Hazardous Materials

Handling these materials requires specialized equipment and training. City staff should normally avoid handling such material. When these materials are present or suspected, contact the Woodland Fire Department & the Yolo County Health Department for assistance.

Sample Security

When conducting sampling activities the sampler must ensure the security of each sample. Tampering, accidental mixup, or improper handling must be prevented.

- Samples should be closed immediately upon collection to prevent any contamination, volatilization, spillage, or other effects.
- Each sample must be kept in the sampler's possession until it is completely packaged for transport to a secure area.
- The sampler must not hand the sample to another person without recording it on a chain-of-custody form. Otherwise the legal chain-of custody and security is broken.
- The sample must not be left unlocked while the sampler goes to another area for any purpose.
- Be sure to mark the container with a sample number or other identification as soon as possible, or use a pre-numbered container prior to sampling to prevent a mix-up when collecting more than one sample.
- Unless absolutely necessary, avoid opening samples after they are sealed.

OTHER SAMPLES

The size and number of samples to collect mainly depends on the type of analysis to be conducted but also on the type of material and number of duplicate samples needed. It is generally better to have too much sample than not enough, especially since obtaining additional sample material may be difficult, or even impossible.

Duplicate Samples

Duplicate samples that are found later to be unneeded are easily disposed. A good rule of thumb to use -- especially if you are unsure whether a duplicate will be needed -- is to collect a duplicate 8 ounce minimum for each waste stream. Duplicate samples that are found later to be

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

unnneeded are easily disposed. Duplicate samples need to follow the same collection procedures, security and chain-of-custody as other samples

Background Samples

Background samples are valuable in verifying the completion of cleanup activities or for enforcement actions.

- A background sample can be collected to show that the background soil or surface water is as clean or cleaner than the incident site.
- A background sample should be collected for enforcement cases in general, unless other evidence eliminates the need.

Sample Blanks

Sample blanks are samples of deionized or distilled water that are treated in the same manner as the unknown sample. They are analyzed to identify possible sources of contamination during collection, preservation, shipping, handling, or analyses. (Obviously, sample blank containers should be the same type and cleanliness as that of the samples.) Sample blanks are recommended for enforcement cases that entail samples of water or other dilute types.

SAMPLE PRESERVATION

The purpose of preservatives is to keep the sample's target parameters as they were at the time of collection -- to prevent unintended changes such as precipitation, chemical or bacteriological degradation, absorption into the walls of the container, oxidation/reduction, etc. The sampling table at the end of this SOP gives some suggested preservatives. Always check the pH of the preserved sample to ensure the pH meets the EPA criteria. If it is not possible to use a preservative for logistical, time or any other reason, then the proceed with the sampling with knowledge that the analyses could be incorrect.

Cooling

The most common preservative measure for emergency response sampling is to cool the samples with ice packs or cold packs to 4°C.

- Never use ice to cool materials that are known or suspected to be water reactive.
- Whenever possible, dilute aqueous samples should be cooled, especially in preparation for low- or medium- level organic analysis and low-level inorganic analysis.
- VOC vials of dilute aqueous samples should also contain an appropriate preservative.
- All cyanide samples must be shipped on ice.

ANALYSES

Selection of Parameters

Parameters are the target analytical chemicals or characteristics for which a sample will be analyzed. Due to the time and costs involved in laboratory analyses, the selection of parameters needs to be carefully considered. The choice of parameters also affects the sampling procedures and equipment used. The selection of parameters and testing can be minimized through the use of field tests, visual observation, experience, applicable label information (if accurate), sampling compositing (where appropriate), estimating parameters (where possible instead of using laboratory tests), and other means.

FIELD TESTING

PURPOSE OF FIELD TESTING

A field test is basically an analytic procedure that is conducted outside of the laboratory using portable instruments, kits, or other testing materials. Field testing can be used to Gain real-time information for making health and safety decisions for first responders, estimate the extent of contamination and refine sampling plans. It is recommended that all samples be evaluated for pH, temperature and dissolved oxygen.

Attachment vi-2:

Meeting Minutes SOP for SSO
& Illegal/Illicit Review
Committee

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

SOP for taking minutes at SSO & Illegal/Illicit Review Committee

1. The Review Committee meets once a month on the second Thursday of every month. It is important that this meeting is not cancelled as this makes the timely review of all incidents difficult.
2. The Committee is co-chaired by the Wastewater Systems Administrator and the Environmental Resource Analyst or their designees. Co-chairs are currently Tim Lloyd (Wastewater Systems Administrator) and Roberta Childers (Environmental Resource Analyst). Note taker is Sue Parker (Admin Clerk III) with Elizabeth Torres (Admin Clerk III) as backup.
3. Currently the members of this Committee are as follows; Tim Lloyd (Wastewater Systems Administrator) Roberta Childers (Environmental Resource Analyst), Alex Truitt (Utilities Maintenance Supervisor) Mark Hedington (Street Maintenance Supervisor), Mark Severeid (Lab/Environmental Compliance Manager), Angela Weeks (Environmental Compliance Inspector), Sue Parker (Admin Clerk III) & Elizabeth Torres (Admin Clerk III).
4. Agendas are provided by the Co-Chair to all members via email one week prior to the next scheduled meeting date. The meeting begins with the approval of last month's minutes which will be provided to all members of the Committee by the Note Taker via email one week prior to the meeting date.
5. Members are encouraged to review the minutes, all agenda items and documentation that they are responsible for reporting on prior to this meeting to facilitate the efficiency of the review process.
6. This Committee will be classified as an informal meeting, these practices will be followed;
 - A record of attendees will be kept
 - Meeting will be recorded to facilitate accurate notes
 - Agenda items will be recorded in order in which they are discussed.
 - The minutes will be written in a concise, accurate manner, taking care not to include any sort of subjective opinion
 - The focus will be on capturing and communicating all important actions that took place, responsible parties and deadlines to accomplish these actions
7. There are several recurring items on the agenda. These are;
 - Stormwater updates (Environmental Resource Analyst),
 - Sewer updates (Utilities Maintenance Supervisor),
 - Review Incidents (Illegal connections/Illicit discharges and SSO'S)
8. Any additional agenda items submitted by members.
9. Electronic copies of the minutes will be at [Q:\PubWorks\2008_2009 SSO Discharges\FY_08_09](#)
10. An End of Year Report on SSO & Illicit/Illegal discharges will be made by first meeting in July. Report will include these items;

Incident	Yearly Total	T _{yp} ^c	Cause	Amount of Spill	Action Items
Illicit / Illegal					
SSO					

Attachment vi-3:

SSO & Illegal/Illicit Review Committee Agenda Template

Illicit/Illegal & SSO Review Committee

AGENDA

Date
Time
Location

- * Call to Order
- < Roll Call
- * Approval of Previous Meeting Minutes
- <* Storm Water
 - Updates (Roberta Childers)
- SSMP
 - Baseline Monitoring Results (update)
- * Review Incidents
 - Illicit/Illegal (Mark Severeid)
 - SSO (Alex Truitt)
- * Other Agenda Items
 - Enforcement (James Carr)
 - ◆ Code Violations
 - ◆ Monetary Citations
 - Other new business
- <* Calendar-next meeting
- * Adjournment



Attachment vi-4:

Sample SSO & Illegal/Illicit
Review Committee Meeting
Minute Summary and
Action Item Log

			Date:	
			Time:	
			Location:	
Meeting called:	Every 2 nd Thursday	Type of meeting:	SSO and Illicit/Illegal Review Committee	
Co-Chair:	Tim Lloyd	Note taker:	Susan Parker	
Co-Chair:	Roberta Childers			
Members of Committee Tim Lloyd, Alex Truitt Mark Hedington, Sue Parker, Roberta Childers, Mark Severeid Angela Weeks, Elizabeth Torres				
Members Present:				
Please read:	Last month's minutes for review/approval			
Please bring:	Any background documents to aid in review.			
Minutes				
Agenda item:		Presenter:		
Discussion:				
Conclusions:				
Action items		Person responsible	Deadline	
S				
S				
S				
S				
Agenda item:		Presenter:		
Discussion:				
Conclusions:				
Action items		Person responsible	Deadline	
S				
S				
S				
S				

Agenda item:	Presenter:		
Discussion:			
Conclusions:			
Action items	Person responsible	Deadline	
✓			
✓			
✓			
✓			
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items	Person responsible	Deadline	
✓			
✓			
✓			
✓			
Other Information			
Observers:			
Resources:			
Special notes:			

Attachment vi-5:

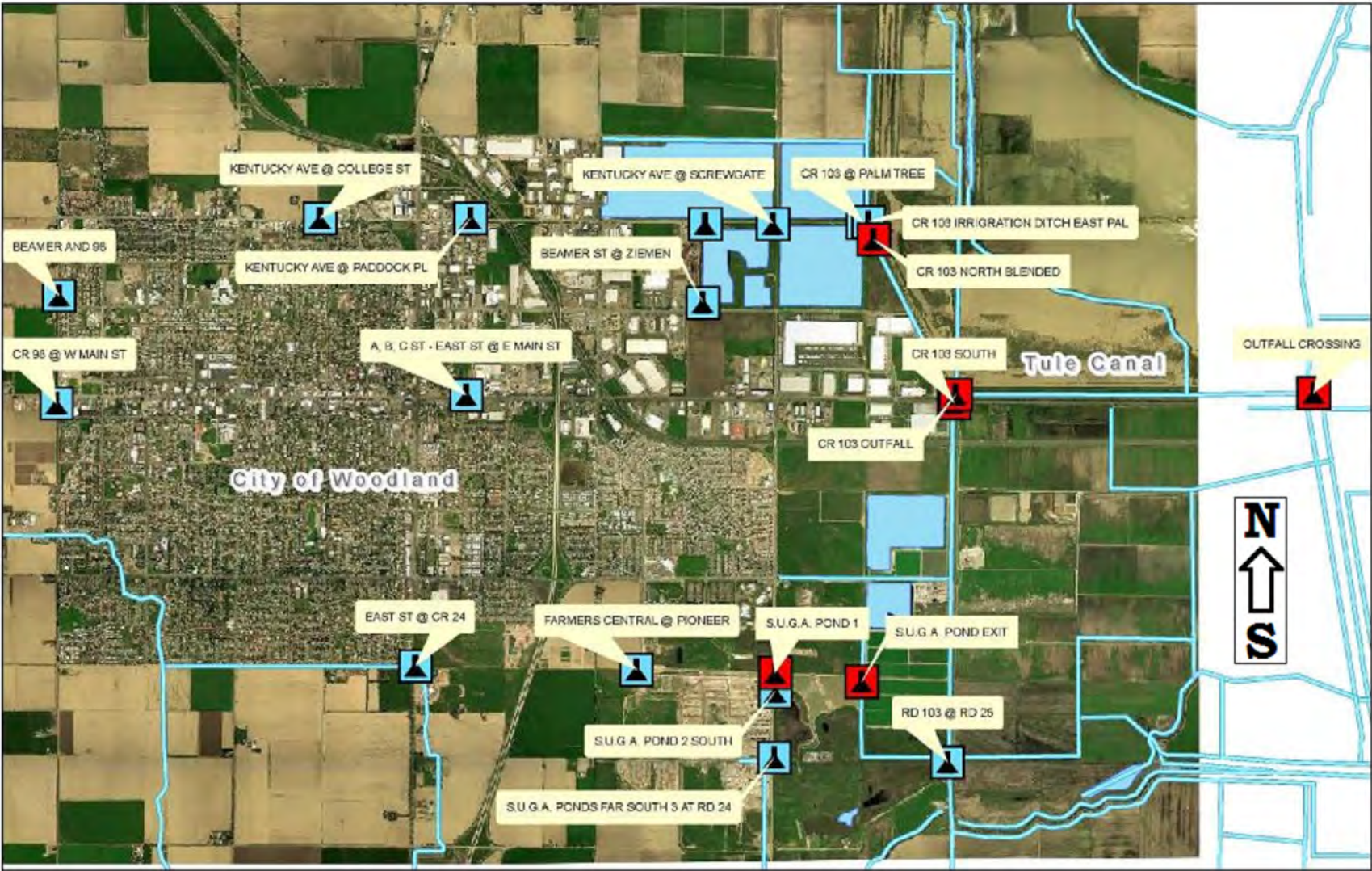
Existing Conditions Water Quality Sampling Plan

TO BE INSERTED BY CITY

Surface Water Existing Conditions Sampling Locations

Legend

-  Critical Sampling Location
-  Standard Sampling Location



Existing Conditions Water Sampling Results

Revised 2/2009

Date Sampled	Time Sampled	Sample Description	Temperature °C	pH	EC µs/cm	DO mg/L	COD mg/L		Estimated BOD mg/L		NH ₃ mg/L		Turbidity NTU	Comments
10/3/2008	1017	103 Outfall	N/A	8.4	1200	N/A		N/A				N/A	N/A	10/3/08 samples collected and tested by BSK labs
10/31/2008	1512	103 Outfall	N/A	7.4	634	4.7		184				N/A	N/A	
1/21/2009	1018	103 Outfall	N/A	8.3	1452	10.2	<	1				N/A	N/A	
4/8/2009	1218	103 Outfall	16.6	7.7	321	8.0		N/A			<	1.0	50.8	
7/7/2009	949	103 Outfall	21.4	8.4	1174	9.1		14				N/A	N/A	
3/10/2010	956	103 Outfall	12.9	7.9	1239	9.6		8			<	0.1	13.6	
6/8/2010	1030	103 Outfall	21.7	8.3	1336	8.3		13				0.2	24.6	
10/13/2010	937	103 Outfall	19.2	8.1	1142	7.6		19			<	0.1	19.7	
6/6/2011	845	103 Outfall	17.8	8.3	686	8.6		9		3.0	<	0.1	N/A	
5/2/2014		103 Outfall						11		2.2	<	0.1	12.2	
8/1/2014	750	103 Outfall					<	1	<	2.0	<	0.1	10.3	
10/7/2014	1405	103 Outfall	22.3	7.9	1203	7.9		15		3.0		0.2	3.23	
3/11/2015	900	103 Outfall	15.6	8.3	636	9.1		57		10		0.5	50.50	Post-rain event

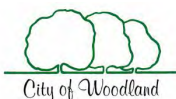
10/3/2008	1330	103 North Canal	N/A	8.5	1100	N/A		N/A				N/A	N/A	10/3/08 samples collected and tested by BSK labs
10/31/2008	1524	103 North Canal	N/A	7.1	415	2.6		196				N/A	N/A	
1/21/2009	1043	103 North Canal	N/A	8.8	3310	17.0	<	1				N/A	N/A	
4/8/2009	1245	103 North Canal	16.3	7.8	286	6.8		N/A			<	1.0	47.5	
7/7/2009	1000	103 North Canal	20.9	8.9	1039	12.3		14				N/A	N/A	
3/10/2010	1007	103 North Canal	11.8	8.2	1311	8.8		6			<	0.1	14.1	
6/8/2010	1039	103 North Canal	23.5	8.4	1353	6.9		16				0.4	7.6	
10/13/2010	946	103 North Canal	17.4	8.9	1199	14.6		38			<	0.1	22.2	
6/6/2011	900	103 North Canal	16.5	8.2	849	6.1		15		2.5		0.2	N/A	
5/2/2014		103 North Canal						10		2		0.14	6.81	

City of Woodland - Sanitary Sewer Overflow Emergency Response Plan

8/1/2014	800	103 North Canal						57		11.4	<	0.10	41.1	
10/7/2014	1412	103 North Canal	26.3	8.7	1059	13.2		56		11.2	<	0.10	20.4	
3/11/2015	850	103 North Canal	16.6	8.1	1726	7.9								Post-rain event

10/3/2008	1132	103 South Canal	N/A	8.3	1600	N/A		N/A				N/A	N/A	10/3/08 samples collected and tested by BSK labs
10/31/2008	1542	103 South Canal	N/A	7.3	867	2.1		302				N/A	N/A	
1/21/2009	1101	103 South Canal	N/A	8.3	1325	11.5		13				N/A	N/A	
4/8/2009	1230	103 South Canal	16	7.7	182.6	6.0		N/A			<	1.0	32.6	
7/7/2009	1013	103 South Canal	19.3	7.8	1063	6.5		23				N/A	N/A	
3/10/2010	942	103 South Canal	9.4	8	647	10.1		18			<	0.1	46.0	
6/8/2010	1014	103 South Canal	21.3	8.1	1414	7.1		32				0.2	24.4	
10/13/2010	1003	103 South Canal	16.3	8.4	1147	6.3		23				0.1	36.8	
6/6/2011	912	103 South Canal	15.9	8.7	557	5.7		24		2.7		0.1	N/A	
5/2/2014		103 South Canal						24		4.8		0.18	46.4	
8/1/2014	725	103 South Canal						11		2.2		0.17	36.7	
10/7/2014		103 South Canal	N/A	N/A	N/A	N/A		N/A				N/A	N/A	Dry
3/11/2015	830	103 South Canal	14.7	7.8	2163	5.0								Post-rain event

5/2/2014		DIP-00817						10		2	<	0.10	0.426	
8/1/2014	817	DIP-00817						5	<	2	<	0.10	0.55	
10/7/2014	1425	DIP-00817	22.7	7.7	1451	4		16		3.2		0.57	2.54	
3/11/2015	920	DIP-00817	15.2	8.3	1733	9.3								Post-rain event



vii FOG Control Program

SWRCB Requirement:

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a **public education outreach** program that promotes proper disposal of FOG;*
- (b) A plan and schedule for the **disposal of FOG** generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;*
- (c) The **legal authority to prohibit discharges** to the system and identify measures to prevent SSOs and blockages caused by FOG;*
- (d) Requirements to install **grease removal devices** (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;*
- (e) Authority to **inspect grease producing facilities**, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;*
- (f) An **identification of sanitary sewer system sections subject to FOG** blockages and establishment of a cleaning maintenance schedule for each section; and*
- (g) Development and implementation of **source control measures** for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

The accumulation of fats, oils, and grease (FOG) within the City's sewer collection system has historically been a cause of problems such as SSOs. The City determined that a FOG control program is necessary and established a program under the direction of the Laboratory & Environmental Compliance Manager. This section fulfills the requirements of the GWDR SSMP mandatory element vii.

Element vii. FOG Control Program

vii-a. FOG public outreach program

Requirement	An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.
Discussion	Under the direction of the Laboratory and Environmental Manager, the position of the Laboratory & Environmental Compliance Manager within the Operation and Maintenance Division has been identified as the responsible party for managing and directing the City's FOG control program. The FOG control public outreach program aims to educate, inform and encourage the public to properly handle and dispose of FOG. An integral component of a successful FOG program is a public outreach program effectively targeted at the largest contributors of FOG to the collection system. Sources of FOG are identified within the City sewer collection system through periodic surveys. These sources are food service establishments (FSE), and automotive related businesses (ARB). For additional details on the process by which FOG sources are identified, refer to SSMP section vii-g. <u>Industrial / Commercial FOG Disposal Education</u> As part of its Industrial Pretreatment Program (IPP) described in SSMP sections iii-a and vii-c, the City has a business outreach program described in IPP chapter 11. This outreach program, like the IPP in general, is focused toward significant industrial users (SIUs) and does not address the minor contributors such as small businesses, FSEs and residential users. The outreach program for FSEs and ARBs is handled primarily through the visits made during inspections conducted under the City's Pollution Prevention Program. During these visits, permit requirements, including best management practices (BMPs) are reviewed and informational materials (i.e. laminated flyers, etc.) are distributed (see Attachment vii-1 for examples). For additional details on FOG inspections, refer to SSMP section vii-e. <u>Residential FOG Disposal Education</u> General education of residential users for the proper disposal of FOG is conducted at large public events. Every year, the Pollution Prevention Program sponsors informational tables at events such as: □ Hot Rod Reunion and Custom Motorcycle Show at the Yolo County Fair Grounds, held in early June □ The Yolo County Fair at the Yolo County Fair Grounds, held in mid August

Element vii. FOG Control Program

Additionally, general educational ads or press releases are run in the newspaper, on television, or distributed in utility bill inserts. Large scale public outreach is typically conducted during the holiday season when grease production is the highest. Example flyers, ads, activity descriptions, and other materials used during these public outreach activities are documented and filed appropriately as they occur. Public outreach efforts are documented as work orders using the Cityworks CMMS. In addition, the City has developed a Pollution Prevention Program web page which describes oil and grease disposal best management practices for residential users.

In addition to general public education, targeted public education is conducted at select locations that have been identified by Utility O&M Workers as potential heavy FOG sources based on the problem pipes list. The Environmental Compliance Inspector typically makes contact with the owner of the homes or apartment complexes and distributes notices that describe the problems being encountered by sewer O&M staff, the potential for continued improper disposal of FOG materials to cause sewer blockage and backup into residences, and methods and options for proper disposal. Other materials that may be distributed during these visits include:

- Grease scraping tools
- Door hangers
- Grease cans
- Informational magnets
- Fact sheets (Top Ten BMPs)

For large multi-family areas, the Inspector typically asks the property managers to distribute the materials to their tenants. The Inspector may make repeat efforts to distribute information or even request a public presentation if O&M Workers continue to report problems with FOG buildup in downstream sewer lines.

Related Documents

- o Attachment vii-1: Flyers – “Grease Trap Maintenance Guidelines” and “Vehicle Service Facilities – BMPs”

Element vii. FOG Control Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Establish a hard copy file of public outreach materials used.	Environmental Compliance Inspector	On-going, updated as needed
Provide information on the City website that instructs residents on how to properly collect and contain grease and where it can be disposed.	Environmental Compliance Inspector / IT Technician	On-going, updated as needed
Conduct FOG public outreach activities and maintain records of all activities as work orders in CMMS.	Environmental Compliance Inspector	Continuously

Element vii. FOG Control Program

vii-b. FOG disposal

Requirement	The FOG control program shall include a plan and schedule for the disposal of FOG generated within the sanitary sewer system service area.
Discussion	Ensuring the proper disposal of fats, oils, and grease is key to preventing it from entering the sanitary sewer collection system. The City requires that food service establishments regularly clean grease traps and interceptors and properly dispose of the grease per their Pollution Prevention Program (PPP) permit, described in SSMP section vii-c. The BMPs outlined in each PPP permit outline the frequency for the cleanings and refer the permit holder to contractors that provide professional grease trap or interceptor cleaning services. The City also distributes a list of waste haulers and grease renderers that provide service in the area when they conduct site visits or inspections (see Attachment vii-2). The BMPs also give recommendations for the proper disposal of the collected grease and outline the procedures to follow if grease should accidentally be disposed of improperly. For examples of a PPP permit and the BMPs referenced within the permit, refer to section vii-e of the SSMP. This information is provided to businesses as a resource to help ensure proper disposal of FOG. Currently the City has not officially licensed or certified a group of contractors to perform cleaning and grease removal. Residents are also instructed on the proper disposal of household grease through various public outreach efforts. Additional details on public outreach efforts are detailed in section vii-a of the SSMP.
Related Documents	o Attachment vii-2: List of Waste Haulers and Grease Renderers in the Woodland Area
Plan & Schedule	No further efforts are projected for this element at the present time.

Element vii. FOG Control Program

vii-c. Legal authority

Requirement	The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.
Discussion	<u>Prohibition of FOG Discharges</u> The City has legal authority to prohibit FOG discharges as described in the City Municipal Code Section 19-2-1 – “General discharge prohibitions”: (b-14) Solids or Viscous Matter. Any solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the WPCF such as but not limited to: grease or fat, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, wastepaper, wood, plastics, gas, tar, asphalt residues, residues from refining, or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes. <u>FOG Discharge Control</u> The City has the legal authority to require grease removal devices and properly dispose of grease as described in the City Municipal Code Section 19-2-2 – “Interceptors required”: (a) An interceptor shall be installed in a user's building sewer, when in the opinion of the director it is necessary for the proper handling of wastewater containing grease or oil in excessive amounts, any flammable wastes, sand, grit or other harmful ingredients; except that such interceptors shall not be required for buildings used solely for residential purposes; provided, however, that interceptors shall be constructed in any place or building having a capacity to serve group meals and in commercial and industrial cleaning facilities. Where the director requires the installation of an interceptor by a user who is neither a SIU nor a CIU, then that user shall also be required to obtain a pollution prevention permit. Common types of users requiring an interceptor and a pollution prevention permit include, but are not limited to, the following establishments: restaurants, cafes, lunch counter, cafeterias, bars and clubs; hotel, hospital, sanitarium, factory or school kitchens, equipment repair shops, service stations and other establishments where grease, oils, sand, or grit may be introduced into the WPCF in quantities that can cause line stoppage or hinder sewage treatment or private sewage disposal. (b) All interceptors shall be of a type and capacity approved by the director and shall be so located as to be readily and easily accessible for cleaning and inspection. Interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, are gastight and watertight. All interceptors shall be maintained by the owner, at his expense, in continuously efficient operation

Element vii. FOG Control Program

at all times.

(c) Each user shall regularly inspect, clean and repair interceptors owned by the user. Records of inspections, cleaning and repairs, and the costs associated with these actions shall be kept for three years and be made available for inspection by city personnel upon request. The debris from interceptors shall be disposed of through a licensed waste hauler. Waste disposal records, including receipts, shall be kept for three years and be made available for inspection by city personnel upon request.

(d) Standards for Interceptors. All interceptors shall comply with the standards of this subsection.

(1) Plans shall be submitted to and approval obtained from the director prior to the installation of any interceptor.

(2) All drains from kitchen areas including pre-wash, shall be connected to an interceptor. Toilets, lavatories and other sanitary fixtures shall not be connected to any interceptor.

(3) All fixtures discharging into an interceptor shall be individually trapped and vented in a manner approved by the director.

(4) Each interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted material.

(5) Interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated materials. No such collected material shall be introduced into any drainage piping, public or private or discharged to the WPCF.

(6) Each interceptor shall be constructed of durable materials satisfactory to the director and shall have a full-size gastight cover which can easily and readily be removed.

(7) Interceptors required by this chapter shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to the director. Where existing conditions are found acceptable as determined by the director such facilities as presently exist will be allowed to remain in use. Whenever it shall come to the attention of the city that any Interceptor is no longer acceptable or does not comply with the provisions of this section, the director shall suspend or revoke such approval and require corrective measures. (Ord. No. 1271, § 1 (part).)

Authority to Enforce Penalties for Noncompliance

The City has the legal authority to enforce noncompliance as described in the City Municipal Code Section 19-6 – “Enforcement and Penalties”.

Refer to SSMP section vii-e for more information regarding enforcement authority for the FOG control program.

Element vii. FOG Control Program

Industrial Pretreatment & Pollution Prevention Program

The City of Woodland implements the federally-mandated Pretreatment Program which was established to regulate the introduction of pollutants from non-domestic sources into Publicly Owned Treatment Works (POTW). The Industrial Pretreatment Program (IPP) covers those industries that meet the criteria to be classified as Significant Industrial Users (SIU).

The City established a Pollution Prevention Program (PPP) to supplement the IPP, which was instituted in compliance with EPA regulations (40 CFR Part 403). The PPP allows the oversight of businesses that may be of some concern to the sewer collection system or WPCF, but do not fall under the criteria that would make it subject to the IPP. Businesses such as restaurants, automotive repair shops, supermarkets, and schools are permitted as part of the PPP. Permits issued to businesses as part of the PPP authorize the City to monitor compliance and respond to non-compliance. It is through the PPP that the major sources of FOG are identified and source control measures are applied. A more detailed description of the FOG control program and its relationship to the PPP is provided in **Attachment vii-3**.

Pollution Prevention Program Implementation

The City's FOG control program is implemented in the following fashion to identify sources of FOG and apply the intended source control measures.

1. The City conducts a periodic review of the original Industrial User Survey as outlined in section 3 of the IPP Administrative Procedures Handbook. This process involves the review of data from water use records, the telephone book Yellow Pages, and Yolo County Office of Emergency Services Hazardous Materials Inventory. During this review, possible PPP candidates are identified. This survey is continually updated as the Community Development Department forwards new business license applications and building permit requests to the Environmental Compliance Division, which are reviewed and used to identify additional PPP candidates. Through this process, sources of FOG are made known to the FOG control program.
2. Businesses and industries identified in the Industrial User Survey are classified into one of four categories; 1) business of no concern, 2) business of concern under special circumstances, 3) potential PPP candidates, and 4) potential IPP candidates. Businesses likely to contribute FOG to the collection system are categorized as potential

Element vii. FOG Control Program

Related Documents

Plan & Schedule

PPP candidates.

3. Issue a PPP permit to identified businesses. An example PPP permit for grease traps is included in **Attachment vii-4**, and a PPP permit for grease interceptors is included in **Attachment vii-5**.
4. The Environmental Compliance Inspector explains the expectations associated with the source specific PPP permit to the business owner (e.g., required grease removal devices, BMPs, maintenance and inspection schedules, etc.).
5. The Environmental Compliance Inspector monitors compliance, and based on data collected from inspection results identifies cost effective approaches to minimize the amount of FOG entering the collection system.

- o Refer to City Code on the City's website at https://www.municode.com/library/ca/woodland/codes/code_of_ordinances?nodeId=THCOWOCA_CH19WADITR_ARTIIDIRE
- o Refer to City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook
- o Refer to the City of Woodland's most recent Industrial User Survey
- o Refer to Pollution Prevention Program Framework (see SSMP section iii-a)
- o Attachment vii-3: City Of Woodland Industrial Waste Pretreatment FOG Program
- o Attachment vii-4: Example PPP Permit (Grease Trap)
- o Attachment vii-5: Example PPP Permit (Grease Interceptor)

No further efforts are projected for this element at the present time.

Element vii. FOG Control Program

vii-d. Grease removal devices

Requirement	The FOG program shall include requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements.
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Discussion	<u>Requirement to Install</u>
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	The current pretreatment requirements are defined in the City of Woodland Wastewater Industrial Pretreatment Program – Administrative Procedures Handbook dated September 1994. The City has the authority to require grease interceptors under City Municipal Code Section 19-2-2 – “Interceptors required”.
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	<u>Design Standards</u>
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	The City of Woodland complies with the design standards for grease interceptors set forth in the California Plumbing Code.
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Element vii. FOG Control Program

One disadvantage of grease traps is that they cannot provide adequate retention time to allow for connection to dishwashing machines. The high temperature and highly emulsified discharge from dish washing machines tends to “wash out” grease traps, and allow passage of grease out of the trap, which tends to precipitate and form blockages downstream once cooled. Where grease traps are installed, the design standard does not allow them to be connected to a dishwashing machine. In addition, the grease trap operator is required to use a “pre-rinse” procedure (included in **Attachment vii-6**) to remove food scraps and FOG materials prior to placing dishes in a dishwashing machine. The pre-rinse procedure requires the owner to scrape plates into the trash, and rinse plates without detergent in a pre-rinse sink that is plumbed to the grease trap. This procedure removes most FOG materials in the pre-rinse sink, which is captured in the grease trap. FOG discharge from the dishwashing machine, which is not connected to a grease interceptor as it would be at larger FSEs, is reduced and will not pose a significant threat to the collection system.

Maintenance Requirements

PPP permits outline the maintenance, self-monitoring and recordkeeping requirements for each business. Businesses that have grease traps are required at a minimum to have them cleaned once every week, or at the frequency required to meet the City’s local limit for oil and grease. Businesses using oil and grease interceptors are required to have them cleaned at least once every three months, or at the frequency required to meet the City’s local limit for oil and grease.

Recording Keeping and Reporting Requirements

PPP permits require grease trap and interceptor owners to “maintain all records pertaining to the operation and maintenance of the interceptor / trap, including the time and date of all maintenance activities, and details regarding the recycling and disposal of all materials and wastes.” Businesses with PPP permits are required to make these records available upon inspections of traps or interceptors. Blank maintenance logs are provided by the City to each business, and an example log is included in **Attachment vii-7**. This is done to document the cleaning frequency of permitted establishments and ensure the proper disposal of grease.

Element vii. FOG Control Program

The Environmental Compliance Inspector uses the City's GIS as a database to store information about PPP permit holders. The City has a points shape file that stores the following permit holder information:

- Name of Business
- Geographical Location
- Business Telephone #
- Name of Business Owner
- Business Owner Telephone #
- Mailing Address
- PPP Permit Contact Person Phone #
- Emergency Contact Name
- Emergency Contact Phone #
- Application Date
- Date Permit Issued
- Date Permit Expires

Grease interceptor or grease trap cleaning records that are submitted to the Environmental Compliance Division by PPP permit holders are stored in a hard copy file.

BMP Requirements

PPP permits for every applicable business also outline BMP requirements for the following areas:

- Oil and Grease Handling and Disposal
- Spill Cleanup and Pavement Cleaning
- Interceptor Installation
- Interceptor Maintenance

Related Documents

- Attachment vii-7: Hot Water Only Pre-Rinse Wash Procedures
- Attachment vii-8: Grease Removal Device Maintenance Record

Plan & Schedule

Task	Responsible Party	Scheduled Date
Inspection	Environmental Compliance Inspector	Continuously

Element vii. FOG Control Program

vii-e. Inspection

Requirement	Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.
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Discussion	An effective and efficient FOG control program must have good documentation of the sources contributing FOG to the system. Inspection of pretreatment measures at FOG sources (i.e., FSEs) is important to develop this data. Properly maintained and implemented pretreatment measures will greatly reduce the amount of FOG in the sewer collection system and the risk of blockages.
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Legal Authority

As discussed in SSMP section vii-c, the City has the legal authority to inspect FSEs and enforce the provisions of the FOG control program as defined in the City's Municipal Code, through the following provisions:

- Inspection: Chapter 19 –“Wastewater Discharge and Treatment” Section 19-5-14 –“Inspection and Sampling”
- Enforcement: Chapter 19 –“Wastewater Discharge and Treatment” Section 19-6 –“Enforcement and Penalties”

Additionally, Federal and State regulations require each publicly owned treatment works (POTW) with an approved pretreatment program (e.g., WIPP) to develop and implement an enforcement response plan (ERP) (found in **Attachment vii-8**). The City of Woodland ERP does the following:

1. Describes how the POTW will investigate instances of noncompliance
2. Describes types of escalating enforcement responses the POTW will take in response to all anticipated types of violations and the time periods within which responses will take place
3. Identifies the official(s) responsible for each type of response
4. Adequately reflects the POTW's primary responsibility to enforce all applicable pretreatment requirements and standards

FSE FOG Control Program Inspection Scheduling

The FSE inspection program begins with the issuance of a PPP permit, as described in SSMP section vii-c. Inspection schedules are established at the

Element vii. FOG Control Program

time the PPP permit is issued to the business owner. The minimum inspection frequency is one time per permit period, which is typically 5 years. Unannounced inspections of PPP permitted businesses may be conducted by the Environmental Compliance Inspector. Inspections are composed of the following activities:

- o Review log of all inspections, cleanings and repairs of the grease interceptor / grease trap
- o Review log of all waste disposal records and receipts
- o Visual inspection of grease interceptor / trap
- o Interview to determine level of success of BMP implementation
- o Completion of standard Pretreatment Inspection Form

Currently, the Environmental Compliance Inspector utilizes a master spreadsheet (see **Attachment vii-9**) of inspection and maintenance activity records to conduct unannounced inspections at business locations that are either lacking recent documentation, have not been inspected recently, or are located in areas of heavy FOG blockage identified by Maintenance Workers. Otherwise, there is no set schedule for inspections of all facilities other than the minimum required inspection once every permit period. The overall number of inspections conducted is dependent upon the availability of the Environmental Compliance Inspectors and the demands of other job responsibilities. A typical inspection SOP and illicit discharge “stop action” report are included in **Attachment vii-10** and **Attachment vii-11**.

Comprehensive Record Keeping and Inspection Scheduling

The Operations and Maintenance Division has implemented a program over the next 4 years that will accomplish the following tasks:

- Every 6 months, review record keeping data received from permit holders, file hard copy records, and identify establishments that have not submitted records or have submitted unsatisfactory records.
- Schedule and conduct inspections at the identified establishments over the following 6 month period.

Element vii. FOG Control Program

Staffing

The City currently staffs two positions with responsibility for inspection of facilities as part of the pretreatment program.

Related Documents

- Refer to City Code on the City's website at:
<http://www.cityofwoodland.org/gov/depts/cd/bldg/standards/municode.asp>
- Attachment vii-8: City Of Woodland Enforcement Response Plan
- Attachment vii-9: Example of Master FSE Inspection Scheduling Spreadsheet
- Attachment vii-10: FOG Program Inspection SOP
- Attachment vii-11: Example Illicit Connection / Illegal Discharge Stop Action Report

Element vii. FOG Control Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Track staff time spent implementing the use of Cityworks, reviewing maintenance record submissions, and conducting PPP permit holder inspections. Produce report summarizing FTEs required to support the established inspection schedule.	Laboratory and Environmental Compliance Manager	On-going
Collect semi-annual records from PPP permit holders. Review records, schedule inspections, and conduct inspections for non-reporting or under-reporting permit holders.	Environmental Compliance Inspector	Semi-Annually

Element vii. FOG Control Program

vii-f. Identification of sewer system sections subject to FOG blockages

Requirement	The FOG control program shall include an identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.
Discussion	An integral part of the City’s efforts to minimize the amount of sanitary sewer overflows from the sewer collection system is to first quantify where blockages are most likely to occur and direct an appropriate level of effort to reduce the risk of SSOs. <u>Scheduled Cleaning of Sewer Lines Impaired by FOG</u> Based on SSO records, CCTV surveys, inspection and maintenance records of grease removal devices, and institutional knowledge of employees, the City has identified a list and map of known areas in the sewer collection system that are subject to blockages. Sections of the system that have had or are prone to FOG-related problems are identified on the regularly scheduled pipeline cleaning list in the “Comments” column. There is also a GIS map of the regularly scheduled cleaning routes with symbolized layers for pipes that are cleaned at various frequencies, and are subject to documented FOG buildup (see Attachment vii-12). This list and cleaning schedule, as well as the GIS map reside on the City server so that it is accessible to both the Utility O&M and Environmental Operations Branches, since both work cooperatively to track and minimize FOG related problems. The list and map of hot spots contains the following pertinent information: ➤ Upstream manhole ID ➤ Downstream manhole ID ➤ Asset Information (pipe size, pipe material, pipe install date) ➤ Comments (cause of blockage, identified as FOG if applicable) The City prescribes the following maintenance activities for hot spots in an effort to minimize the risk of SSOs in those areas: ➤ <u>Weekly Sewer Main Visual Inspections</u> – The City maintains a list of troublesome sewer mains that are visually inspected every week to ensure blockages are not imminent. The list has fields that contain the location, manhole numbers, comments, and a checkbox for when the inspection is completed.

Element vii. FOG Control Program

- Weekly & Quarterly Sewer Main Flushing - The City maintains a list of problematic sewer mains that are to be flushed every week to clear FOG and debris that may cause blockages. There is also a list for mains that are flushed quarterly which experience consistent blockages but at a lesser rate than the lines on the weekly flushing list. Both lists contain fields for a description of the location, manhole numbers, comments, and a checkbox to indicate the flushing has been completed.
- Chemical Root Treatment Program - The City employs a chemical foam root treatment program cyclically. Grease tends to collect on roots, which increases the risk of grease-related blockages. Treating the sections of the collection system known to have root problems minimizes the risk of SSOs.
- CCTV Inspection - Apart from the regularly scheduled inspections described in section iv-b of the SSMP, the City inspects sewer mains immediately following SSOs to determine the cause of the blockage. Correctly identifying the cause is essential to allow continuous updating of the weekly and quarterly sewer cleaning routes.

The availability of GIS data for PPP permit holders and priority inspection and cleaning routes will help to increase the amount of data that is shared between the Environmental Compliance and Utility O&M Divisions. Additionally, this GIS map will be updated every 6 months with any changes to the cleaning / inspection routes or new PPP permit holder information.

Related Documents

- o Attachment vii-13: Priority Cleaning / Inspection Route GIS Map
- o Example Weekly Sewer Main Flush List (see SSMP section iv-b)
- o Example Weekly Sewer Main Inspection List (see SSMP section iv-b)
- o Example Quarterly Cleaning Route (see SSMP section iv-b)

Plan & Schedule

Task	Responsible Party	Scheduled Date
Update GIS maps of priority cleaning / inspection routes as changes to assets on the lists occur.	Utility Supervisor / GIS Network Specialist	Semi-Annually

Element vii. FOG Control Program

vii-g. Source control measures

Requirement	Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
Discussion	<u>Communication Protocol: Environmental Compliance and O&M Staff</u> The Environmental Compliance Inspector fills out a standard inspection form summarizing the results of all grease trap or grease interceptor inspections. An example of this form and the information collected is included in Attachment vii-13. One of the final check boxes on the form asks the Inspector “Is there reason to believe that any identified deficiencies of the pretreatment device is causing or may have caused in the past an excessive discharge of fats, oils, or grease to the sewer collection system?” The following question is “If yes, who in the O&M Division is this being delivered to?” If an Inspector conducts an inspection and finds that a grease trap or grease interceptor may have released excessive FOG to the system, the inspection report is forwarded by email to someone in the Utilities O&M Division. O&M Workers can conduct a follow-up investigation as a preventative measure to identify if FOG buildup has occurred downstream. Additionally, the O&M Workers have an “Inspection Request Form” which can be forwarded by email to the Environmental Compliance Inspectors (see Attachment vii-14). This form is used if O&M Workers identify pipe segments that are being severely impaired by FOG blockage and feel that commercial or industrial dischargers may not be complying with their discharge permits. The O&M Worker may describe the location and type of blockage, and list PPP permit holders that are upstream according to GIS maps. Once the Environmental Compliance Inspectors receive the request and conduct the inspections, they will forward the completed inspection forms back to the O&M Worker who submitted the request so that they can see the results of the inspections and know if any corrective or enforcement actions were taken. This communication protocol helps to identify sources of excessive FOG discharges so that they may be controlled before they have the potential to cause SSOs. New FOG problem areas are mainly identified during regular flushing and CCTV inspection activities. If an O&M Worker notices significant FOG problems within in a pipeline, identification of potential upstream FOG contributors and a request for inspection is initiated. Additionally, O&M

Element vii. FOG Control Program

Workers will place such pipelines on appropriate regular flushing schedules depending on the severity of the problem encountered. Pipelines will also be added to the appropriate flushing schedule GIS layer for easy visual identification.

Related Documents

- o Attachment vii-13: Sample Pretreatment Inspection Field Report
- o Attachment vii-14: Sample Inspection Request Form

Plan & Schedule

No further efforts are projected for this element at the present time.

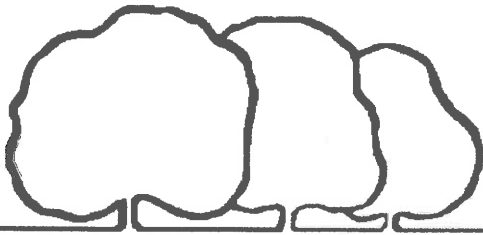
Attachment vii-1:

Flyers –

“Grease Trap Maintenance
Guidelines”

and

“Vehicle Service Facilities –
BMPs”



City of Woodland

CITY ORDINANCE NO. 1271 REQUIRES THAT GREASE TRAPS AND INTERCEPTORS BE MAINTAINED IN EFFICIENT OPERATING CONDITION BY THE PERIODIC REMOVAL OF ACCUMULATED GREASE.

The following guidelines are recommended for maintenance of grease traps:

GREASE TRAPS

- **On a monthly basis fax in your cleaning log to the Environmental Compliance Inspector. The fax number is 530-666-1266.**
- Prior to cleaning a grease trap, let ice melt into the sink connected to the device. This will cause the grease to congeal, and will make removal easier.
- **Clean weekly** using a 1 gallon plastic bottle cut into a scoop. Remove only the grease, and leave the water behind.
- **On a monthly basis** completely clean a grease trap by removing the grease, water and any accumulated sludge. Also remove the clean out at the end of a grease trap and flush with hot soapy water.
- Make sure the flow-directing baffles inside your grease trap are put back into the trap after each cleaning.
- Have a plumber clean your grease trap and sewer lateral at least annually. Ask for a written report on the condition of these devices.
- Use allen screws for securing the lid instead of the conventional Phillips or slotted screws which may strip.
- Keep an extra gasket for your grease trap's lid on site. This will prevent leaks and odors in the event of gasket failure. Gaskets are available from plumbing supply stores.
- **REMEMBER GREASE CANNOT BE DISCHARGED INTO THE SANITARY SEWER.**
- If you have any questions about your grease trap please call the Environmental Compliance Inspector at 530-406-5108.

VEHICLE SERVICE FACILITIES

BEST MANAGEMENT PRACTICES

CLEANING UP SPILLS

1. Immediately clean up all spills using kitty litter.
2. Sweep up any debris, and place in the garbage.
3. Mop area and dispose of dirty water down a sink or toilet.

CLEANING AND WASHING AUTO PARTS

1. Never wash auto parts in a sink.
2. Clean auto parts with solvent in a separate tub.
3. Reuse solvent or dispose of in a labeled waste drum.

STORING AND DISPOSING OF AUTO FLUIDS

1. Store all waste drums in a secure area and post labels as required by law.
2. Cover waste drums so rain does not get inside.
3. Store drums in an additional container.
4. Use an authorized waste hauler to dispose of auto fluids and keep shipping receipts.

CHANGING AUTO FLUIDS

1. Use a large drain pan when removing auto fluid.
2. Prevent leaks and spills by keeping a second drip pan under the vehicle.
3. Dispose of fluids in labeled waste drums.
4. Store all drain pans inside away from rainwater.

DISMANTLING CARS AND TRUCKS

1. Drain and collect all auto fluids before dismantling.
2. Dismantle cars and trucks in one protected area away from storm drains.
3. Cover all exposed engine parts.

STORING AUTO PARTS

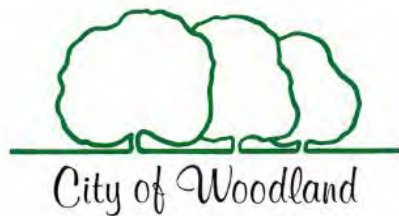
1. Use Shelves or pallets to keep parts off the ground.
2. Cover outside storage areas to protect them from rain.

**REMEMBER, STORMWATER DRAINS ARE FOR THE
DISCHARGE OF RAIN WATER ONLY. ONLY RAIN DOWN
THE STORM DRAIN!**

For questions, or to report incidental discharges to the Sewer System or Storm Water Drainage System call the Pollution Prevention Program at (530) 661-2057.

Attachment vii-2:

List of Waste Haulers and
Grease Renderers in the
Woodland Area



WASTE HAULERS AND RENDERERS

FOR CLEANING AND DISPOSAL OF GREASE REMOVAL DEVICES

Business Name	Years of Experience in Woodland	City Business License #	Contractors License #	Phone Number
<i>The City of Woodland recognizes the following businesses for participating in the City of Woodland Approach to Proper Grease Disposal Workshop held MM DD, YYYY.</i>				
Frank Houser Septic Tank Service				(530) 666-0347
Frank's Septic Service				(530) 753-2815
North State Rendering Co.				(800) 351-4446
Yolo Pumping				(530) 662-5534
Sacramento Rendering Co.				(916) 363-4821
Modesto Tallow/Florin Tallow Co.				(800) 564-7204

Note: The intent of this document is to provide significant industrial users, businesses, restaurants, etc. with a list of licensed waste haulers and their contact information to ensure proper removal and disposal of grease. The City of Woodland in no way recommends or endorses any business listed and does not assume responsibility for the work product provided by any of the above-listed businesses. The above-listed businesses were found through the Cal FOG website (www.calfog.org/Hauler.html) and (www.calfog.org/GreaseFacilities).

Attachment vii-3:

City Of Woodland Industrial
Waste Pretreatment FOG
Program

CITY OF WOODLAND
INDUSTRIAL WASTE PRETREATMENT
FOG PROGRAM

Background

The City of Woodland implements the federally-mandated Pretreatment Program which was established to regulate the introduction of pollutants from non-domestic sources into Publicly Owned Treatment Works (POTW). Industrial Pretreatment Program cover those industries that discharge more than 25,000 gallons per day and are collectively known as Significant Industrial Users (SIU).

To address the environmental needs of businesses that discharge less than the SIU volume, the City added Pollution Prevention Program (PPP). It covers commercial types of businesses that include restaurants, automotive repair shops, and supermarkets. To keep PPP permit holders in compliance, especially with the common constituent – fats, oils and grease (FOGs), the City has established a FOG program with the following goals:

- Develop and implement measures to prevent sanitary sewer overflows (SSO's) and to ensure proper notification should an SSO occur.
- Develop and implement best management practices (BMP's) for food service establishments to prevent as many fats, oils and grease (FOG) from entering the sewer system.
- Develop and implement an outreach to residents about how to control FOG and how to limit the amount that goes to the sanitary sewer.
- Implement a FOG control program that includes requirements for installing grease removal devices, design standards for the removal devices, maintenance requirements, recordkeeping, and the authority and adequate staffing to inspect FOG producing facilities and to enforce the FOG program.

Program Implementation

1. The City determines who generates the FOG by doing a FOG profile and asking for the source - Is the source from one of the following:
 - Residential
 - Apartments
 - Food Service Establishments
 - Somewhere else

2. The second step in the City's implementation of FOG program is to identify exactly the target business that needs our time. Targeting the wrong area or business is a waste valuable time and resources. Communicate the list of specific problem area(s) to the Utility Branch as soon as they are identified.
3. After we identify the problem area(s) we need to try and come up with a cost-effective approach and to come up with solutions to the problem area.
4. The identified businesses with FOGs in their discharge effluent will be issued a Pollution Prevention Permit that will spell out what equipment to install and other permit requirements.
5. When the business receive a PPP permit, the Environmental Compliance Inspector will explain to the business owner what is expected, e.g., regular clean-up of the grease trap and/or interceptor (weekly, monthly, quarterly), proper disposal of FOGs, BMPs so as not to let the FOGs enter the sanitary sewer collection system, etc.

Key Objectives of the FOG Program:

The overall goal is to minimize the amount of FOG entering our sewer system. We need to promote a City wide approach that is:

- Cost-effective- based on cause and effect analysis
- Equitable to all permit holders
- Provides a level playing field and had consistent requirements
- Phased-in – We need to do it in steps instead of all at once. How long will it take to get everyone on board and following the program? We would need a group consensus on this.

Key Elements of the FOG Program:

In addition to the permit conditions, and regulatory requirements FOG program has an educational and public outreach program to educate residential and commercial customers. As a priority, FOG program targets the high-risk areas first. The high risk areas are identified by staff from Environmental Compliance and the sanitary sewer crew.

Key Stakeholders in the Program

The stakeholders include, but are not limited to the following

1. City of Woodland
2. Other Collection systems (County)
3. Restaurants, deli, fast foods, supermarkets, bakery, etc

4. California Restaurant Association- Local Chapter
5. Environmental Health Department
6. Building Department
7. Grease Haulers & Renderers
8. SWRCB, RWQCB, and others

Residential Aspects of the FOG Program

The FOG program is not limited to commercial businesses. Since residences also dispose FOGS, a variety of outreach materials for residences could include the following:

1. Grease Scraper
2. Door Hanger
3. Grease Can
4. Magnet
5. Fact Sheet
6. Commercial/Advertisements
7. Press Releases

The City needs to identify and implement effective conduits to distribute educational materials. We need to develop broader outreach campaigns that may include:

1. Holiday advertising campaign which may include but is not limited to:
 - a. Newspaper and food ads
 - b. Utility bill inserts
 - c. Press releases
 - d. Focus on BMP's and proper disposal/ recycling options
 - e. Facilitate turkey fryer oil recycling events
2. Display booths at community events

Commercial Aspects of the FOG Program

1. Needs Assessment- Meet with stakeholders throughout the process

2. Develop educational materials based on needs assessment (above)
3. Conduct training for various stakeholders
4. Develop necessary and appropriate regulatory measures
5. Leverage other resources to help, if necessary
6. Develop a variety of outreach materials
 - a. Fact Sheets:
 - i. Top Ten BMP's (Fact sheet and poster, if possible)
 - ii. How to choose a reputable grease hauler (??)
 - iii. How to operate and maintain your grease trap and/or interceptor
 - iv. What are the requirements for a new or remodeled facility (??)

Identify and implement effective conduits to distribute educational materials.

1. Distribution of materials by Environmental Operations and Utility departments
2. Distribution of materials by other stakeholders (grease haulers, food safety training, plumbers, building department, etc)
3. Site visits of problem areas/ facilities (inspection, warnings and potential enforcement actions)

Identify and implement appropriate regulatory measures.

1. Grease trap/ interceptor requirements for new, remodeled and re-current problem facilities
2. Variance process
3. Penalty assessment and cost recovery authority
4. Evaluate need for increasing pumping/ cleaning requirements.

Projected Areas to Work On

1. Educate problem areas
2. Create website
3. Amend Ordinance(s)
4. Modify program as needed
5. Evaluate program effectiveness based on data

Attachment vii-4:

Example PPP Permit
(Grease Trap)

CITY OF WOODLAND
Pollution Prevention Program

**WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT
FOR FOOD SERVICE BUSINESSES**

NAME OF BUSINESS:

BUSINESS ADDRESS:

BUSINESS TELEPHONE NUMBER:

NAME(S) OF PERMITTEE (BUSINESS OWNERS):

PERMITTEE MAILING ADDRESS:

PERMITTEE TELEPHONE NUMBER:

NAME OF PERMITTING CONTACT PERSON:

PERMITTING CONTACT TELEPHONE NUMBER:

PERMITTING CONTACT E-MAIL ADDRESS:

NAME OF EMERGENCY CONTACT:

EMERGENCY CONTACT TELEPHONE NUMBER:

APPLICATION RECEIVED:

DATE PERMIT ISSUED:

DATE PERMIT EXPIRES:

PERMIT DURATION: Five (5) years

In compliance with Chapter 19 of the Code of the City of Woodland (Chapter 19), permission is hereby granted to Permittee to discharge commercial wastewater from the above listed business to the City's Water Pollution Control Facility (WPCF).

NOTICE:

1. Compliance with this Wastewater Discharge/Pollution Prevention Permit does not relieve the Permittee of responsibility for compliance with Chapter 19 and all applicable Federal and State Pretreatment Standards and Pretreatment Regulations, including those which become effective during the term of this Wastewater Discharge/Pollution Prevention Permit.
2. This Wastewater Discharge/Pollution Prevention Permit is issued only to the Permittee and only for a specific food service operation. This Permit may not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.
3. All charges and fees for use of the Water Pollution Control Facility are subject to amendment by the City Council
4. Civil and criminal penalties apply to any violation of Chapter 19 or the terms of this Permit or any applicable compliance schedule.
5. The Public Works Director may revoke a Wastewater Discharge/Pollution Prevention Permit OR require regulation by the Wastewater Industrial Pretreatment Program for good cause as specified in Chapter 19.
6. Terms used in this Permit shall have the meaning ascribed to them in Chapter 19.
7. This Permit may be modified, or alternatively, revoked or reissued prior to the expiration date in order to comply with any applicable requirements or guidelines approved under Chapter 19, if the requirements or guidelines so approved contain different conditions or additional requirements not provided for in this Permit.
8. In the event of a time lapse between this Permit's expiration date and the issuance of a renewed Permit, the Permittee remains responsible to continue to uphold the conditions of this Permit.
9. This Permit consists of 8 pages.

PERMIT ISSUED BY:

Title: Environmental Compliance Inspector

SIGNATURE: _____ DATE: _____

WASTEWATER DISCHARGE/POLLUTION PREVENTION PERMIT
Conditions for Food Service Businesses

GENERAL PERMIT CONDITIONS

All discharged wastewater shall comply with the provisions of the Code of the City of Woodland Chapter 19 (Chapter 19), Section 19-2-1 regarding general discharge prohibitions and Section 19-2-5 regarding Local Limits. Permittee shall also comply with other pertinent sections of Chapter 19. A copy of the Code of the City of Woodland Chapter 19 is included for reference as Appendix A of this Permit.

Type of Device: Grease Trap

Location:

Definition: Grease Trap

For purposes of this Permit, grease Traps are defined as structures, with water capacity of 60 gallons or less and grease retention capacity of 150 pounds or less, designed to separate oil and grease from waste (drain) water resulting from food preparation and/or dish washing. Grease Traps have a single grease and oil retention compartment with a lid which covers the entire compartment. The separated oil and grease is retained at the top of the retention compartment for periodic removal and proper disposal. Grease Traps are usually placed indoors, often under the sink or sinks to which they are connected.

PRETREATMENT REQUIREMENTS

The Permittee is required to have grease Trap connected to the drains of the sinks for dish rinsing or dish washing, and the sinks used for washing of pots, pans and cooking utensils. The plumbing to the grease Trap and connection of fixtures to this grease Trap shall conform to the Uniform Plumbing Code (UPC), latest version. Flow restrictors and vents shall be installed on drains to grease Trap where required by the UPC.

Any subsequent changes in the grease Trap, plumbing, or method of operation shall be reported, and acceptable, to the Public Works Director prior to initiation of the changes.

Submittals of plans, drawings, and/or notification of changes, should be addressed to:

Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

All Oil and Grease Traps must be maintained and cleaned sufficiently such that they operate properly at all times. The City requires Oil and Grease Traps be **once per week**. More frequent maintenance may be required to meet the City's Local Limits for oil and grease. Less frequent maintenance may only be determined by City personnel.

No additional pretreatment devices are currently required for wastewater discharged to the sewer. Requirements may be added if necessary in the future.

GENERAL DISCHARGE PROHIBITIONS

Permittee shall not discharge to the WPCF substances identified in Section 19-2-1(b) of the City of Woodland Municipal Code. Permittee is prohibited from discharging the following to the WPCF:

1. Waste containing any gasoline, kerosene, naphtha, benzene, toluene, xylene, alcohol, or other flammable or explosive solid, liquid or gas with a flashpoint of below 140° F or 60° C;
2. Pollutants which will cause corrosive structural damage to the City's WPCF with pH below 5.0;
3. Waste containing noxious or malodorous solids, liquid, or gases capable causing a public nuisance; pollutants which create public nuisance or hazard to human life;
4. Any pollutant, including oxygen-demanding pollutants (BOD, etc.) released at a flow rate and/or concentration which will cause interference or pass through in the WPCF;
5. Waste containing solid or viscous substances which may cause obstruction to the flow in the sewer, including, but not limited to: grease or fat, feathers, ashes, cinders, sand, spent lime stone, marble dust, straw, shavings, metal, glass, tar, plastics, wood, paunch, paint residues or any other solids that interfere with the proper operation of the sewer system;
6. Heat in amounts which will inhibit the biological activity in the WPCF, or that raise the influent temperature above 40°C (104° F);
7. Waste containing toxic pollutants, gases, vapors or fumes which may interfere with any wastewater treatment process, cause acute worker health and safety problems. Toxic waste shall include, but is not limited to waste containing cyanide, chromium, cadmium etc;
8. Waste containing petroleum oil, any non-biodegradable cutting oil, or any amounts of products of mineral oil origin which may cause interference or pass-through;
9. Waste containing any substance that will cause the WPCF to be in non-compliance with sludge use or disposal criteria pursuant to the guidelines and regulations developed under Section 405 of the Federal Act, the Solid Waste Disposal Act (42 USC Section 6901 et seq.), the Clean Air Act (42 USC Section 7401 et seq.), the Toxic Substances Control Act (15 USC Section 2601) or any other regulation or criteria for sludge management and disposal as required by the State;
10. Waste containing radioactive waste or isotope;
11. Waste containing any color which is not removed by treatment processes;
12. Any trucked or hauled pollutants, except at discharge points designated by this permit;
13. Waste containing any medical waste including, but not limited to infectious agents, human blood, sharps, surgical waste or potentially contaminated laboratory waste;
14. Waste that has been diluted as partial or complete substitute for adequate treatment for purposes of diluting wastes which would otherwise exceed limits contained in this permit;
15. Waste containing any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, non-contact, single pass or uncontaminated water.

SPECIAL PERMIT CONDITIONS

The following Best Management Practices will be implemented by the Permittee:

Oil and Grease Handling and Disposal

1. Undiluted cooking oil, grease, or meat fat should not be dumped directly into a drain or a trash dumpster. Maintain a separate recycling container for all oils, greases and fats. See "Rendering Companies" or "Tallow" in the Yellow Pages for a list of oil and grease recyclers. (Most companies will pick up recyclable grease free of charge).
2. Do not place waste grease from grease Traps in oil recycling container(s), unless permitted by the company that recycles your used cooking oil and grease.
3. Never pour oily liquids (such as sauces or salad dressings) down a storm drain or into a dumpster. Such materials should only be poured into a sanitary drain with an operational grease Trap between drain inlet and sanitary sewer.
4. Regularly inspect and clean all grease Traps. The City requires cleaning out grease Traps a minimum of **once per week**. Less frequent maintenance may only be determined by City personnel. Grease Traps may be cleaned either by professional grease Trap cleaning service or by Food Service Business owners/employees. The recommended procedures for the two options are presented below:

For cleaning by professional grease Trap cleaning services:

- Set-up a regular schedule for cleaning visits. Check the Yellow Pages under "Grease Traps" or "Rendering Companies."
- Oversee the cleaning and make sure: (1) all grease and oil is removed, (2) all solids are removed from bottom and (3) inlets and outlets are clean (free of any blockage).
- Get a signed receipt from the contractor for the cleaning work performed.
- Make sure grease is disposed of properly, i.e., not thrown directly in trash.

For cleaning by Food Service Business owners/employees:

- Perform cleaning on a regular basis. A minimum of once a week is required.
 - Make sure: (1) all grease and oil is removed, (2) all solids are removed from bottom, and (3) inlets and outlets are clean (free of any blockage). Replace cover properly.
 - Dispose of waste grease properly, as explained below.
5. Do not flush out oil and grease Traps with hot water and do not use drain cleaners, enzymes or bacteria agents in grease Traps.
 6. If possible, recycle waste grease from grease Traps with recyclable cooking oil and grease. Inquire with the company that services your oil recycling dumpster (removes cooking oil and grease placed in your tallow bin), if you have one. If waste grease is not recycled it should be put in containers and disposed of as solid waste in a trash dumpster according to the enclosed instructions from Yolo County Department of Public Works.

Spill Cleanup and Pavement Cleaning

1. Stop any spill at its source.

2. Do not wash or hose oil and grease spills into a gutter or a storm drain.
3. Do not wash or hose oil and grease spills into a sanitary sewer drain unless the drain is attached to oil and grease interceptor.
4. If the spill could enter a storm drain (or a sanitary sewer drain without an attached interceptor), block the flow with sandbags, rags, absorbent, or dirt. Storm drains may be temporarily sealed with plastic sheeting.
5. Dry sweep, as much as possible, using rags and granular absorbents (e.g. cat litter) to absorb the spill. Sweep and dispose of used absorbent into garbage bags. Dispose of the garbage bags into a dumpster, if hazardous materials (e.g., waste oil, caustic/corrosive wastes, toxic materials, etc.) are not involved.
6. If wet cleaning (including high-temperature or high-pressure washing) is required, dry clean the surface first, then mop/wash the surface, and then collect the water. Dispose of water in sink or other indoor drain connected to an oil and grease interceptor, not into a storm drain.
7. When cleaning trash containers, first sweep debris from the trash container, then scrub with a hard bristle brush and non-toxic soap, and rinse off the residue into a sewer drain connected to an oil and grease interceptor, not into a storm drain or dumpster.

MONITORING REQUIREMENTS

Monitoring shall be performed when the facility is in full normal operation. Inspections and sampling will be conducted to verify that Permit requirements are being met with particular emphasis placed on those listed in the SPECIAL PERMIT CONDITIONS section of this Permit.

The City will perform the following inspections and monitoring:

Type	Frequency
Scheduled Inspection	At least one time per Permit period
Monitoring/ sample collection	As needed

Location for Monitoring

Samples for all monitoring required by this Permit shall be taken from the sampling location as described below:

The point of discharge from the grease Trap connected to the 3 compartment sink.

RECORD KEEPING REQUIREMENTS

In accordance with Chapter 19, Section 19-2-2(c), Permittee shall regularly inspect, clean and repair interceptors (Oil and Grease Traps) owned by the user. Records of inspections, cleanings, repairs, and

the costs associated with these actions shall be kept for three years and made available for inspection by City personnel upon request.

Submittal of all records shall be addressed to: Pollution Prevention Program
City of Woodland - Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

NOTIFICATION

1. Notice of Changes in Volume or Nature of Wastewater

If any changes are made in the volume or nature of wastewater generated, or type of raw chemicals used, this information shall be reported by the Permittee to the City. The Permittee shall notify the City 90 days prior to the introduction of any new waste stream or pollutants, or any substantial increase or decrease in the volume or characteristics of existing waste stream discharge. The City shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants.

Written notification shall be addressed to: Pollution Prevention Program
City of Woodland – Public Works
WPCF - Wastewater Operations
42929 County Road 24
Woodland, Ca. 95776

2. Notice of Spills and/or Slug Discharge

- a. Telephone Notice: Permittee shall notify the WPCF immediately, by telephone at the numbers noted below, of any discharges, spills, or slug discharges (whether intentional or accidental) which could cause a problem in the sanitary sewer system or operation of the WPCF. The notification shall include location of discharge, type of waste, concentration, volume, time and date, and corrective action taken.

Telephone Contacts:

Monday through Friday:

Environmental Compliance Inspector	(office)	(530) 661-2057	8 am to 5 pm
	(cellular)		8 am to 5 pm
Environmental Compliance Specialist	(office)	(530) 661-2058	8 am to 5 pm
	(cellular)		8 am to 5 pm
Pretreatment Manager	(office)	(530) 661-2065	8 am to 5 pm
	(cellular)	(916) 262-4970	24 hours

- b. Written Notice: Within five working days following a spill or slug discharge, the Permittee shall submit to the Public Works Director a detailed written report describing the cause of the discharge and

the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the WPCF, fish kills, or any other damage to person or property, nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by Chapter 19 or other applicable law.

COMPLIANCE SCHEDULE

1. The Permittee shall provide necessary wastewater treatment as required to comply with this Permit.
2. The Permittee shall implement the Best Management Practices and record keeping requirements as listed in this Permit within one (1) month from the date of the issuance of this Permit.

APPENDIX A

Chapter 19 of the Code of the City of Woodland (Ordinance No. 1271)

Approved November 7, 1995

Attachment vii-5:

Example PPP Permit (Grease Interceptor)

CITY OF WOODLAND
Pollution Prevention Program

POLLUTION PREVENTION PERMIT
FOR FOOD SERVICE BUSINESSES

NAME OF BUSINESS: XXX

LOCATION OF BUSINESS: XXX

BUSINESS TELEPHONE: XXX

NAME OF PERMITEE (BUSINESS OWNER): XXX

PERMITEE MAILING ADDRESS: XXX

PERMITEE TELEPHONE: XXX

NAME OF EMERGENCY CONTACT: XXX

EMERGENCY CONTACT TELEPHONE: XXX

APPLICATION DATE: XXX

DATE PERMIT ISSUED: XXX

DATE PERMIT EXPIRES: XXX

PERMIT DURATION: XXX

In compliance with Chapter 19 of the Code of the City of Woodland (Chapter 19), permission is hereby granted to Permittee to discharge commercial wastewater from the business at the above location to the City's Water Pollution Control Facility (WPCF).

NOTICE:

1. Compliance with this wastewater pollution prevention permit does not relieve the Permittee of responsibility for compliance with Chapter 19 and all applicable Federal and State Pretreatment Standards and Pretreatment Regulations, including those which become effective during the term of this wastewater pollution prevention permit.

2. This wastewater pollution prevention permit is issued only to the Permittee and only for a specific food service operation. This permit may not be reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.
3. All charges and fees for use of the WPCF are subject to amendment by the City Council
4. Civil and criminal penalties apply to any violation of Chapter 19 or the terms of this permit or any applicable compliance schedule.
5. The Public Works Director may revoke a wastewater pollution prevention permit OR require regulation by the Wastewater Industrial Pretreatment Program for good cause as specified in Chapter 19.
6. Terms used in this permit shall have the meaning ascribed to them in Chapter 19.
7. This permit may be modified, or alternatively, revoked or reissued prior to the expiration date in order to comply with any applicable requirements or guidelines approved under Chapter 19, if the requirements or guidelines so issued contain approved conditions or additional requirements not provided for in this permit.
8. This permit consists of 7 pages.

PERMIT ISSUED BY: Environmental Compliance Specialist

SIGNATURE: _____ DATE: _____

APPROVED BY: WPCF Supervisor

SIGNATURE: _____ DATE: _____

Pollution Prevention Permit Conditions Begin On Next Page

POLLUTION PREVENTION PERMIT CONDITIONS for
FOOD SERVICE BUSINESSES

GENERAL PERMIT CONDITIONS

All discharged wastewater shall comply with the provisions of Chapter 19 of the Code of the City of Woodland (Chapter 19) Section 19-2-1, regarding general discharge prohibitions and Section 19-2-5 regarding local limits. Permittee shall comply with other pertinent Sections of Chapter 19. Copies of Sections 19-1-3, 19-2-1, 19-2-2, 19-2-5, 19-4-2 and 19-5-12 through 19-5-14 are included, for reference, in Appendix A of this permit.

Definition: Oil and Grease Interceptor

For purposes of this permit, an oil and grease interceptor (interceptor) is defined as a structure, with a water capacity of 750 gallons or more, designed to separate oil and grease from waste (drain) water resulting from food preparation and dish washing. The separated oil and grease is retained in the interceptor for removal and proper disposal.

SPECIAL PERMIT CONDITIONS

The following Best Management Practices will be implemented by the Permittee:

Oil and Grease Handling and Disposal

1. Undiluted cooking oil, grease, or meat fat should not be dumped directly into a drain or a dumpster. Maintain a separate recycling container for all oils, greases and fats. See "Rendering Companies" or "Tallow" in the Yellow Pages for a list of oil and grease recyclers. (Most companies will pick up recyclable grease free of charge.)
2. Do not contaminate recyclable oils, greases and fats in your recycling container with the waste grease from the grease interceptor.
3. Never pour oily liquids (such as sauces or salad dressings) down a storm drain or into a dumpster. Such materials should only be poured into a sanitary drain with an operational oil and grease interceptor between drain inlet and sanitary sewer.
4. Regularly inspect and clean all oil and grease interceptors. The City requires pumping any size interceptor a minimum of **once every 3 months**. More frequent pumping may be required to meet the City's Local Limit for oil and grease.
5. Do not flush out oil and grease interceptor with hot water and do not use drain cleaners, enzymes or bacteria agents in grease interceptors.

6. The recommended procedure for cleaning an oil and grease interceptor is as follows:
 - Contact a local grease removal company. Set-up a regular schedule for pumping visits. Check the Yellow Pages under "Grease Traps" or "Rendering Companies."
 - Be present when the maintenance work is being done.
 - Have entire contents of all chambers pumped clean.
 - Get a signed receipt from the contractor for the cleaning work performed.
 - Obtain verification from the contractor that the waste grease will be properly disposed.
7. For disposal of waste grease from grease interceptors and traps, see "Grease Traps" and "Septic Tanks" in the yellow pages. Most landfills will not accept grease or other liquid waste from businesses. It is in your best interest to ensure that your waste grease is properly disposed. Ask your waste grease hauler where your grease is disposed.

Spill Cleanup and Pavement Cleaning

1. Stop any spill at its source.
2. Do not wash or hose oil and grease spills into a gutter or a storm drain.
3. Do not wash or hose oil and grease spills into a sanitary sewer drain unless the drain is attached to oil and grease interceptor.
4. If the spill could enter a storm drain (or a sanitary sewer drain without an attached interceptor), block the flow with sandbags, rags, absorbent, or dirt. Storm drains may be temporarily sealed with plastic sheeting.
5. Dry sweep, as much as possible, using rags and granular absorbents (e.g. cat litter) to absorb the spill. Sweep and dispose of used absorbent into garbage bags. Dispose of the garbage bags into a dumpster, if hazardous materials (e.g., waste oil, caustic/corrosive wastes, toxic materials, etc.) are not involved.
6. If wet cleaning (including high-temperature or high-pressure washing) is required, dry clean the surface first, then mop/wash the surface, and then collect the water. Dispose of water in sink or other indoor drain connected to an oil and grease interceptor, not into a storm drain.
7. When cleaning trash containers, first sweep debris from the trash container, then scrub with a hard bristle brush and non-toxic soap, and rinse off the residue into a sewer drain connected to an oil and grease interceptor, not into a storm drain or dumpster.

Pretreatment Requirements

The Permittee shall comply with the following requirements for installation and maintenance of pretreatment technology and pollution control or containment devices:

1. Oil and Grease Interceptor Installation

The Permittee is required to have oil and grease interceptor in accordance with the City of Woodland Oil and Grease Interceptor Standards No. 525A, 525B, 525C and 525D (Standards). These Standards are included as Appendix B of this permit. Note that the Standards state that "All interceptors shall be sized according to the UPC [Uniform Plumbing Code]. However the minimum size shall be 750 gallons."

This interceptor is to treat wastewater flows from all plumbing fixtures likely to receive oil and grease, including, sinks and floor drains in the food preparation, food serving and dish washing areas, drains from food preparation and cooking equipment and drains from dishwashers and mop basins. Sanitary or restroom fixtures shall **not** be plumbed to this interceptor. The Permittee is required to demonstrate that the interceptor receives all appropriate wastewater flows.

The oil and grease interceptor shall be operated and maintained at the Permittee's expense. Detailed plans showing the interceptor and operating procedures shall be submitted to the Public Works Director. The review of such plans will in no way relieve the Permittee from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the City under the provisions of this permit and the City's Sanitary Code. Any subsequent changes in the interceptor or method of operation shall be reported to and be acceptable to the Public Works Director prior to the Permittee's initiation of the changes.

2. Oil and Grease Interceptor Maintenance

The interceptor must be maintained (cleaned) sufficiently to keep it operating at all times. The Permittee shall retain on-site, and make available for inspection and copying by the City, all records pertaining to the operation and maintenance of the interceptor.

MONITORING REQUIREMENTS

Monitoring shall be performed when the facility is in full normal operation. Inspections and sampling will be conducted to verify that permit requirements are being met with particular emphasis placed on those listed in the SPECIAL PERMIT CONDITIONS section of this permit.

The City will perform the following inspections and monitoring:

Type	Frequency
Scheduled Inspection	At least one time per permit period
Monitoring/ sample collection	As needed

Location for Monitoring

Samples for all monitoring required by this permit shall be taken from the sampling location as described below:

The sampling location will be determined upon submittal of interceptor design plans and of including plumbing to the interceptor.

RECORD KEEPING REQUIREMENTS

In accordance with Chapter 19, Section 19-5-12, Permittee shall retain records of all information obtained in any monitoring activities required by this permit and any additional information obtained in monitoring activities, undertaken by the Permittee, which are not required by the permit. These records shall be available for inspection and copying by the City.

Maintenance records will include the time and date of all maintenance activities, and details regarding the recycling and disposal of all materials and wastes.

NOTIFICATION

1. Notice of Changes in Volume or Nature of Wastewater

If any changes are made in the volume or nature of wastewater generated, or type of raw chemicals used, this information shall be reported by the Permittee to the City. The Permittee shall notify the City 90 days prior to the introduction of any new waste stream or pollutants, or any substantial increase or decrease in the volume or characteristics of existing waste stream discharge. The City shall have the right to deny or condition new or increased contributions of pollutants or changes in the nature of pollutants.

2. Notice of Slug Discharge

- a. Telephone Notice: Permittee shall notify the WPCF immediately, by telephone at the numbers noted below, of any discharges, spills, or slug discharges (whether intentional or accidental) which could cause a problem in the sanitary sewer system or operation of the WPCF. The notification shall include location of discharge, type of waste, concentration, volume, time and date, and corrective action taken.

Telephone Contacts:

Monday through Friday:

Environmental Compliance Inspector	(office) (cellular)	(530) 661-2057	8 am to 5 pm 8 am to 5 pm
Environmental Compliance Specialist	(office) (cellular)	(530) 661-2058	8 am to 5 pm 8 am to 5 pm
Pretreatment Manager	(office) (cellular)	(530) 661-2065 (916) 262-4970	8 am to 5 pm 24 hours

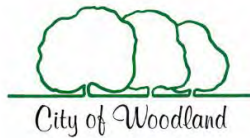
- b. Written Notice: Within five working days following a spill or slug discharge, the Permittee shall submit to the Public Works Director a detailed written report describing the cause of the discharge and the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the WPCF, fish kills, or any other damage to person or property, nor shall such notification relieve the User of any fines, civil penalties, or other liability which may be imposed by Chapter 19 or other applicable law.

COMPLIANCE SCHEDULE

1. The Permittee shall provide necessary wastewater treatment as required to comply with this permit.
2. The BMPs and Record Keeping requirements shall be implemented within two (2) months from the date of the issuance of this permit.

Attachment vii-6:

Hot Water Only Pre-Rinse Wash Procedures



CITY OF WOODLAND POLLUTION PREVENTION PROGRAM

HOT WATER ONLY PRE-RINSE WASH PROCEDURES

In an effort to control the discharge of fats, oils, and greases (FOG) in food service facilities where appropriately sized grease interceptors cannot be installed, the City of Woodland authorizes the Hot Water Only Pre-rinse Wash Procedure. The Hot Water Only Pre-rinse Procedure promotes more effective FOG removal by isolation and removal of detergents in the pre-rinse process.

City Official signature:_____

(Facility)_____ at (Location)_____ is

authorized by the City of Woodland to use the Hot Water Only Pre-rinse Wash Procedure. This procedure is applicable to this site only and is not transferable to any other location, facility, or ownership.

WARE WASHING PROCEDURES USING PRE-RINSE SINK

1. Thoroughly scrape all dishes and other ware into solid waste container prior to pre-rinse.
2. Thoroughly pre-rinse all dishes and cookware in designated pre-rinse compartment using hot water only. No detergent used in this step.
3. Place dishes and cookware in dishwasher and wash in accordance to state restaurant sanitation rules.

Note 1: Hot water heater requirements may need to be altered to adhere to sanitation requirements.

Note 2: This procedure is only valid if pre-rinse sink is discreetly plumbed to a dedicated automatic hydromechanical grease trap. Dish/Pot machine must not be plumbed to grease trap when above plumbing configuration is used.

For information contact The City of Woodland Environmental Compliance Specialist at: 530-668-5909.

STATEMENT

I (Print)_____, understand and hereby agree to follow the Hot Water Only Pre-rinse Wash Procedure, and agree to train operator(s) of wash station(s) to follow and adhere to said wash procedure. As person in responsible charge of (Facility) _____, I understand and agree that it is my responsibility to control the discharge of fats, oils, and greases to the City of Woodland collection and treatment system.

(Signature)_____ (Date)_____

Attachment vii-7:

Grease Removal Device
Maintenance Record

WEEKLY Grease Trap Cleaning Log

Registro SEMANAL de Limpieza de la Trampa de Grasa

Name of Food Service Business:

Nombre de negocio: _____

Address of Business:

Dirección de negocio: _____

Where is oil and grease disposed?

Donde se dispone el aceite y la grasa? _____

If cleaning is performed by a maintenance company, list the name and phone number of the maintenance company on the above line and fax or mail all cleaning receipts to the fax number or address below. Manager must verify that the maintenance company performed the cleaning properly. Civil or criminal penalties may apply to any violation of the terms of your Permit or any applicable compliance schedule.

Si la limpieza esta realizada por una compañía de mantenimiento, ponga el nombre y el número de teléfono de la compañía y los recibos de limpieza en la línea de arriba y enviarlo por fax o correo a la dirección abajo. El encargado debe verificar que la compañía realizo la limpieza correctamente. Las penas civiles o criminales podrán ser aplicadas a cualquier violación de los términos de su permiso o del horario de la conformidad.

When cleaning your grease trap(s), keep oil and grease separate from the water and sludge removed.

Al limpiar sus trampas de la grasa, mantenga el aceite y la grasa separada del agua y quite el sedimento.

Date of Cleaning Fecha de la limpieza				Person Performing or Verifying Cleaning Persona que realiza o que verifica la limpieza	
	Month Mes	Date Fecha	Year Año	Name (printed) Nombre (impreso)	Signature Firma
Week One Semana 1					
Week Two Semana 2					
Week Three Semana 3					
Week Four Semana 4					
Week Five Semana 5					
FAX:	At the end of every month, fax completed cleaning log to: Al fin de cada mes, mande por fax el registro terminado al: 530-666-1266.			OR MAIL: Instead of faxing, at the end of every month you can mail the completed cleaning log to the address below. O CORREO: En vez de enviar por fax, al final de cada mes usted puede enviarlo a la dirección abajo.	

City of Woodland Public Works - Water Pollution Control Facility

42929 County Road 24, Woodland Ca. 95776

Telephone: 530-661-2057

FAX: 530-666-1266

Attachment vii-9:

City of Woodland Enforcement
Response Plan

City of Woodland
Industrial Pretreatment Program

Enforcement Response Plan

I. Introduction

Federal and State pretreatment regulations, as well as Section VI(C)(5)(a) of Waste Discharge Requirements Order # R5-2014-0120 for NPDES Permit # CA0077950, City of Woodland Water Pollution Control Facility, require the City of Woodland (City) to take timely and effective enforcement actions against Industrial Users (IUs) and other businesses which hold wastewater discharge permits with the City for failure to comply with pretreatment standards and requirements. Federal and State regulations also require each publicly owned treatment works (POTW) with an approved pretreatment program to develop and implement an enforcement response plan (ERP). By regulation, this plan must:

- Describe in detail how the POTW will investigate and respond to instances of noncompliance.
- Describe the types of escalating enforcement actions the POTW will take in response to all anticipated types of violations and the time periods within which these responses will take place.
- Identify, by title, the official(s) responsible for each type of response
- Adequately reflect the POTW's primary responsibility to enforce all applicable pretreatment requirements and standards, especially those detailed in 40 CFR 403.8 (f)(1) and (f)(2).

The purpose of this enforcement response plan is to ensure compliance with Federal and State regulations, to ensure timely enforcement of pretreatment standards and requirements, and to ensure that all regulated industries are treated in a fair and equitable manner.

II. Enforcement Options Available to the City

Article VI of the City of Woodland's Sewer Use Ordinance gives the Director of Public Works authority to take a wide variety of enforcement actions against IUs and other businesses which hold wastewater discharge permits with the City for failure to comply with pretreatment standards and requirements. Remedies authorized by the sewer use ordinance include:

- A. Revocation or Suspension of Permit, Section 19-4-13
- B. Publication of Users in Significant Non-Compliance, Section 19-6-1
- C. Correction Notice/Notice of Violation/Show Cause Hearing, Section 19-6-2
- D. Cease and Desist Order/Compliance Directive, Section 19-6-3
- E. Nuisance – Injunctive Relief – Recovery of Damages, Section 19-6-4
- F. Administrative Civil Liability, Section 19-6-5
- G. Judicial Petition for Civil Liability, Section 19-6-6
- H. Criminal Penalties, Sections 19-6-8 & 19-6-9

III. Determination of Noncompliance

Pretreatment staff investigates permit compliance by performing onsite inspections, reviewing IU self monitoring data, and reviewing compliance monitoring data collected by the City. Common categories of permit noncompliance are discussed below.

A. Unauthorized Discharges

Unauthorized discharges such as discharge without a permit (including continuing to discharge after a permit has expired) , failure to renew a permit, discharge to a point in the collection system not identified in the permit, and discharge of wastes not authorized by the permit, are normally discovered during the inspection of the industry by pretreatment staff. The Environmental Compliance Specialist or Environmental Compliance Inspector performing the inspection is responsible for determining the significance of the violation.

B. Permit Noncompliance

Noncompliance with pretreatment permits usually falls into four areas: discharge violations, monitoring violations, reporting violations, and violations of other permit conditions.

1. Discharge Violations

All discharges by IUs must meet the provisions of Article II – Discharge Requirements – of the City Code. Discharges which exceed any of the numeric limits set forth in an IU discharge permit are considered violations.

It is the responsibility of the Environmental Compliance Specialist to evaluate compliance with pretreatment limitations each time data is received and also at the end of each reporting period. The severity of any violation is determined by the Environmental Compliance Specialist and reviewed by the Pretreatment Supervisor.

2. Monitoring Violations

Self-monitoring noncompliance occurs when an IU fails to conduct all of the self-monitoring required by its pretreatment permit. The severity of the violation(s) depends on how much of the self-monitoring was actually completed.

It is the responsibility of the Environmental Compliance Specialist to evaluate permit compliance each time a self-monitoring report is received from an IU. The severity of any violation is determined by the Environmental Compliance Specialist and reviewed by the Pretreatment Supervisor.

3. Reporting Violations

All reporting by IUs must meet the provisions of Article V – Reporting and Sampling Requirements – of the City Code. Reporting violations occur when a business fails to provide information which is required by the permit within the time period stated in the

permit or when the information is incomplete or false. Reports required by the permit can include, but are not limited to, self-monitoring reports, spill prevention plans, and baseline monitoring reports. In the case of late or incomplete reports, the severity of the violation depends on the length of time the report is late. Knowingly submitting false information is always considered a serious violation.

It is the Environmental Compliance Specialist's responsibility to track the report due dates included in the pretreatment permits and to evaluate compliance in terms of the tardiness and completeness of the submission. The severity of any violation is determined by the Environmental Compliance Specialist and reviewed by the Pretreatment Supervisor.

4. Violations of other Permit Conditions

Pretreatment permits issued by the City contain several conditions which do not fall into the category of discharge limits, monitoring requirements, or reporting requirements. For example, the permit may prohibit slug loads and require the business to properly operate its pretreatment facility. Violations of these conditions would normally be discovered as part of an inspection or in conjunction with another enforcement action.

The Environmental Compliance Specialist is responsible for evaluating compliance with these requirements and the severity of the violation is determined by the Environmental Compliance Specialist and reviewed by the Pretreatment Supervisor.

IV. Violations of Enforcement Orders

Violations of enforcement orders can include discharge violations (for interim limits), monitoring violations (when increased monitoring is required by the order) and reporting violations as described above. Failure to meet milestone dates and noncompliance with final limits are also considered enforcement violations. Once an IU has been issued an enforcement order, the City's initial response to violations of the enforcement order will be to notify the IU of the violation and to collect the stipulated penalty outlined in the order.

The Environmental Compliance Specialist tracks compliance with enforcement orders and notifies the Pretreatment Supervisor when penalties should be assessed. Once the Director is informed of noncompliance with an order, he will determine whether the violations are severe enough to warrant escalated enforcement.

V. Response to Noncompliance

Initial response for violations discussed in Sections III and IV is specified in the Enforcement Guide. Monetary penalties associated with each type of violation are listed in the Penalty Schedule. In order to ensure that the City is taking timely and effective enforcement action, the Environmental Compliance Specialist and the Pretreatment Supervisor are responsible for proper application of these guidelines.

***City of Woodland
Industrial Pretreatment Program***

Enforcement Guide

Use of This Guide

Determine the type of non-compliance and use appropriate table (e.g. Unauthorized Discharges) to identify the non-compliance circumstances. The Enforcement Response Options are listed from most lenient to most stringent, and the appropriate response should be based on the discharger's history and nature of the violation including but not limited to:

- good faith of the discharger
- compliance history
- effectiveness of past enforcement responses with discharger
- effect of violation on the environment, including public health
- effect of violation on treatment works

Definitions

- CA – City Attorney
- CE – Code Enforcement
- ECI – Environmental Compliance Inspector I/II
- ECS – Environmental Compliance Specialist
- PS – Pretreatment Supervisor
- PWD – Public Works Director

Reporting Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Improper certification/signature	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	
Late Reports	Within 30 days	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	After 30 days	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Notice of Violation	ECS or ECI	
	Repeated	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	
		- Public Notice (required)	ECS	
	After 45 days	- Show Cause Hearing	ECS or PS	Yes
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	
		- Notice of Violation	ECS or ECI	
	Isolated no known harm to environment or WPCF	- Show Cause Hearing	ECS or PS	No
		- Public Notice (required)	ECS	
	Isolated with harm to environment or WPCF	- Notice of Violation	ECS or ECI	Yes
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
	Repeated no known harm to environment or WPCF	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Repeated with harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Revocation of Permit	PWD	

(continued on next page)

Reporting Violations (continued)

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Failure to accurately report non-compliance	Any	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Revocation of Permit	PWD	
Incomplete or inaccurate Report, including not reporting additional monitoring	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Falsification of information or data	Any	- Criminal Citation	CA	No
		- Revocation of Permit	PWD	

Monitoring Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Failure to monitor all parameters	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Improper sampling and/or analytical procedures	Isolated	- Civil Citation	ECS or CE	No
		- Correction Notice	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Administrative Citation	ECS or CE	
	Evidence of intent or negligence	- Civil Citation	ECS or CE	No
		- Criminal Citation	CA	
		- Termination of Service	PWD	
Failure to resample	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
Failure to install monitoring equipment, or provide a sample point	Within 30 days	- Civil Citation	ECS or CE	No
		- Notice of Violation	ECS or ECI	
	After 30 days	- Show Cause Hearing	ECS or PS	No
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Termination of Service	PWD	
Tampering with equipment or sample	Any	- Criminal Citation	CA	No
		- Termination of Service	PWD	

Discharge Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Discharge exceeds permit limit	Isolated, no known harm to environment or WPCF	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
		- Public Notice (required)	ECS	
	Chronic, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	Yes
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
	Isolated, with harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
	Chronic, with harm to environment or WPCF	- Compliance Directive	ECS	Yes
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	
		- Public Notice (required)	ECS	
Discharge exceeds limits in permit – Technical Review Criteria	No known harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Compliance Directive	ECS	
Slug discharge/Spill (failure to notify should result in more stringent enforcement options)	Isolated, no known harm to environment or WPCF	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
	Isolated, with potential harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
	Repeated, with harm to environment or WPCF	- Criminal Citation	CA	Yes
		- Public Notice (required)	ECS	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Termination of Service	PWD	

Unauthorized Discharges

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Discharge without permit	Unaware of permit requirement with:			
	No known harm to environment or WPCF	- Notice of Violation with permit application	ECS or ECI	No
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Failure to apply for permit 45 days after notification by WPCF	- Public Notice (required)	ECS	Yes
		- NOV with permit	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
Discharge of waste not authorized by permit	No known harm to environment or WPCF	- Compliance Directive	ECS	No
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
	Recurring, no known harm to environment or WPCF	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	
	Recurring, harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	

Other Violations

Non-Compliance	Circumstances	Enforcement Options	Responsible Official	SNC
Violation of Best Management Practices	Isolated	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Repeated	- Notice of Violation	ECS or ECI	No
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
	Harm to environment or WPCF	- Public Notice (required)	ECS	Yes
		- Notice of Violation	ECS or ECI	
		- Show Cause Hearing	ECS or PS	
		- Compliance Directive	ECS	
		- Civil Citation	CA	
Failure to Meet Compliance Milestone	Within 30 days after compliance schedule date	- Correction Notice	ECS or ECI	No
		- Notice of Violation	ECS or ECI	
	Within 60 days after compliance schedule date	- Show Cause Hearing	ECS or PS	No
		- Public Notice (required)	ECS	
	Within 90 days after compliance schedule date	- Notice of Violation	ECS or ECI	Yes
		- Show Cause Hearing	ECS or PS	
		- Civil Citation	ECS or CE	
		- Criminal Citation	CA	
		- Termination of Service	PWD	

SNC = Significant Non-Compliance (per 40 CFR 403.8(f)(2)(viii))

Penalty Schedule

The City of Woodland uses the following schedule to assess monetary penalties for discharge permit violations. Penalty assessment is determined on a case-by-case basis in accordance with the Enforcement Response Plan and the Enforcement Guide. Penalties are assessed within the proposed ranges taking into account the circumstances of each violation and the nature of the IUs response to previous enforcement actions.

Administrative Penalties (Per Violation)

Administrative Citation	Non - Significant Industrial Users	Significant Industrial Users
1 st Incident	\$50	\$100
2 nd Incident	\$100	\$200
3 rd Incident	\$250	\$500
Subsequent Incidents	\$250	\$500

Fines shall be assessed in the amounts specified by resolution of the City Council, or where no amount is specified, fines shall be assessed in an amount not exceeding (City Code, Section 14A-7-3(d)):

- (1) One hundred dollars for a first violation
- (2) Two hundred dollars for a second violation
- (3) Five hundred dollars for each additional violation of the same ordinance or permit within one year

Each and every day or portion thereof that a violation of the Woodland Municipal Code, its adopted codes, or applicable state codes exists constitutes a separate and distinct offense (City Code, Section 14A-7-3(b)).

Civil Penalties (Per Day)

Civil Citation	Non - Significant Industrial Users	Significant Industrial Users
Each Incident	\$1000 – 2500 (or up to \$10 per gallon)	\$2000 – 5000 (or up to \$10 per gallon)

Civil penalties may be imposed as follows (City Code, Section 19-6-5(e)):

- (1) In an amount not to exceed two thousand dollars for each day for failure or refusal to furnish technical or monitoring reports.
- (2) In an amount not to exceed three thousand dollars for each day for failure or refusal to timely comply with any compliance schedule established in a cease and desist order.
- (3) In an amount not to exceed three thousand dollars for each day for discharges in violation of any waste discharge limitation, permit condition, pretreatment standard, or pretreatment requirement issued or adopted by the City relating to industrial wastewater or pretreatment.

- (4) In an amount not to exceed ten dollars per gallon for discharges in violation of any suspension or termination of service, cease and desist order (other than compliance schedules thereof), or other orders or prohibitions issued or adopted by the city.

Criminal Penalties

Criminal Citation	Non - Significant Industrial Users	Significant Industrial Users
Each Incident	TBD	TBD

Violation of any of the provisions of City of Woodland Municipal Code Chapter 19, a wastewater discharge permit, or a pretreatment standard or regulation is unlawful and may be charged as a misdemeanor or infraction at the discretion of the City Attorney (City Code, Section 19-6-8).

Hearings

Hearing Fee	Non - Significant Industrial Users	Significant Industrial Users
Each Incident	TBD	TBD

Any hearing fee shall not exceed the reasonable cost to the City of holding such a hearing (City Code, Section 14A-7-9(a)).

Attachment vii-9:

Example of the Food
Service Businesses
and Automotive
Repair Businesses
Inspection Scheduling
Spreadsheet

Food Service Businesses
2015 - 1st Quarter

Business Name	#	Street	Device Type	Device Location	Tools Needed	Owner/Mgr Name Permit info.	Hours Phone #	Last Inspect	Last Cleanings	Information & Comments
Afridi Food Company	1250	Churchill Downs Suite D (Inside Carniceria La Bodega)	Trap	Inside off front entrance in room to the right, in floor under board. Watch out for spiders	Flatheads	Owner: Zafar "Alex" Afridi. Permit issued 2/19/09.	9a-5p Mon-Sun. 662-4298	03/12/15	02/16/15 SRC 11/10/14 SRC 2 mo. cycle	3/12/15 Trap - 1" top mat, 1" sediment. No strainers in sinks - advised. (later found strainers, just washed).
Alderson Convalescent	124	Walnut Street	Trap	In side screened area outside kitchen West side by parking lot.	9/16" Hex and Flatheads	Maint Sup: Patrick Bourland. Permit issued 3/31/10.	8a-5p Mon-Fri. 662-9161	03/12/15	11/25/14 YP 12/10/13 YP 11/12/13 Every mo.	3/12/15 Trap - 1" top mat, minimal sediment.
Andy's ARCO	313	W. Main Street	BMP	N/A	None	O - Bharpur Takhar Mgr - Andy Takhar	24/7	01/20/15	N/A	01/20/15 All sinks and floor drains have strainers. Garbage & parking lots were clean, pose no threat to storm drains.
Applebee's	1790	E. Main Street	INT.	North side of building in bushes near Main Street.	Hook & Sludge Judge	GM: Megan Biagi. Permit issued 3/31/09 *GRB	11a-12a 668-8282	02/23/15	02/16/15 11/18/14 LES 08/14/14 BVS 3 mo. cycle	02/23/15 Outlet has 1" top mat & no sediment. Inlet has 1" of top mat and no sediment. Garbage area was clean. Mgr stated it was recently pumped and will be sending in log.
Aria **CLOSED**	614	Main Street	Trap *Big Dipper	Under Sink	In washroom next to 3 compartment sink	Owner: Thomas Robinson	11am to 2pm opens again at 5pm for dinner	06/19/14	06/16/14 06/09/14 06/02/14	6/19/14 Trap- 1 and half " topmat, minimum sediment. The parking and garbage areas are clean and pose no threat to the storm drains.
Bangkok Cuisine	525	Main Street	Trap	Under sink	Flathead	Owner: Kornrapong Paiboonsriwattana Mgr. Top Permit issued 5/21/10. *GRB	11a-9p 668-9788	01/29/15	02/27/15 02/20/15 02/13/15 02/06/15	01/29/15 Very old grease trap, was recently cleaned, no top mat or sediment. All sinks had strainers in place. Garbage and parking areas were clean.

Automotive Repair Business
2015 - 1st Quarter Inspections

Business Name	#	Street	Device Location	Tools Needed	Owner/Mgr Name Permit Info.	Hours Phone #	Last Inspection	Last Cleaning(s)	Information
Armando Cruz Car Wash - OUT OF BUSINESS	101	W. Court Street	Under plates along south side of building.	Hook & Sludge Judge	Owner: Armando Cruz	8a-5p 662-1456(number no longer in service)	02/18/15	03/30/10 YP	2/18/15 OSS inlet - 5' tank, 6" sediment middle tank - 3" sediment outlet - 5' dirty water, no sediment. BUSINESS CLOSED
Barnard Pipeline Inc.	21	Pioneer Avenue	Center of Back Lot under Canopy 4' Tank	Hook & Sludge Judge	Manager: Ron Johnson Yard Supervisor: Jamie Weeden	8am to 5pm phone #: 669-5810	02/19/15	03/09/15	2/19/15 OSS Inlet - 3' sediment. Outlet - 2' sediment. Device needs to be pumped asap.
City of Woodland Public Works MSC Fleet & Facilities	655	N. Pioneer Avenue	South side of Bay 12.	Hook & Sludge Judge	Manager: Phillip Lovejoy Permit issued 11/3/09.	M-F 8a-5p 661-5889	02/18/15	12/23/14 Safety-Kleen 11/26/13 Safety-Kleen	2/18/15 OSS Inlet- 4' dirty water, 6" sediment. Outlet- 4' dirty water, no sediment. The parking area is very clean and poses no threat to the storm drains. Dumpster lids found open, Pete Bair advised.
City of Woodland- WPCF	42929	County Road 24	Between shop and office building Westside	Hook & Sludge Judge	Permitting Contact Person: Shane Carlsen. Permit Issued 10/16/2012	8a-5p	01/28/15	Hasn't needed one	01/28/15 Inlet had 3 ft of clean water & no sediment. Outlet had 2.5 ft of clean water & no sediment.
Costco (Fuel station & tire center)	2299	Bronze Star Drive	Driveway side (north) of fuel station, in yellow cross-hatched area	Hook & Sludge Judge	Fuel emp: Ed Gongora. Tire Manager: Tyler Garrison. Permit issued 4/2/13.	Fuel 6a-7p 662-8148 Tire 10a-6p	03/17/15	04/17/12 Darling	3/17/15 OSS: Inlet - no top mat, 2" sediment. Outlet - no top mat or sediment.
Eaton Drilling Co.	20	W. Kentucky Avenue	Behind back building	Hook & Sludge Judge	Owner: Tom Eaton. Mgr: Mark Newman. Email: mnewman@eatondrilling.com	8a-5p 662-6795	08/06/14	5/21/11 Ramos (pumps when city advises them to do so, currently up to date)	8/6/14 OSS Inlet- 11" sediment, clean topmat. Outlet- 5" sediment, clean topmat. The parking, work shop, and garbage areas are clean and pose no threat to the storm drains. I emailed manager Mark Newman to confirm that the last cleaning took place on 5/21/11 by Ramos.

Attachment vii-10:

FOG Program Inspection Standard Operating Procedure

FOG PROGRAM INSPECTION SOP

Operating and Maintenance Standards

1. Standards

A. The following items violate standards for interceptors:

- Allowing wastewater with a temperature greater than 140°F to contact the interceptor.
- Utilizing the interceptor in areas that subject it to contact with fecal materials.
- Allowing the FOG and solids accumulation level to exceed 25% of the total design hydraulic depth.

2. Conditional Waivers

A. Standards for the installation of a grease interceptor may be waived for an establishment under the following conditions:

- Lack of space for the grease interceptor.
- Limitations on the ability to meet hydraulic requirements required by an grease interceptor
- Providing an alternative type of technology that is equal or superior to standard grease interceptor technologies. (Proof must be provided).

B. Fees for Waiver

- When the requirement for the grease interceptor or another acceptable type of technology is not able to be met, an annual fee is charged to cover the cost of increased maintenance required on the sewer system as a result of the increase in solid demand.

Best Management Practices

1. Sizing of Interceptor

- Size of interceptor is based on number and size of drainage fixture units.
- Interceptor capacity by the flow rate of gallons per minute.

2. Pre-Inspection of Establishments

A. Prioritize which establishments in an area are to be inspected.

- Establishments in areas that are located in critical areas of the sewer system are given a higher priority.
- Establishments that have had a bad track record are given a higher priority.

B. Gather background information on the establishment of interest.

- Key contacts (i.e. managers, owners, etc.)
- Type of equipment utilized by the facility.

- Identify the location of the grease trap or grease interceptor in the facility.
- C. Schedule an inspection time convenient for both the inspector and the establishment
 - Avoid lunch hours (11 am to 1:30 pm).
 - Inspect during the hours of operation of the facility.
- D. Bring all necessary tools to inspection (examples listed below)
 - Camera, hammer, manhole pick, and pry bar,
 - Grease interceptor and grease trap monitoring device.
 - Gas Detector and sulfide test kit.

3. Inspection of Establishments

- A. Notify the establishment of your intent to inspect.
- B. Perform a visual inspection and record results
 - Defective external parts (i.e. lids)
 - Defective internal parts (inlet tee, baffle tee, outlet tee, sample box)
 - Thickness of FOG in the interceptor (after a visual inspection use sludge judge to measure the levels as well).
 - Check that the grease interceptor is properly functioning and completing all of its required tasks.
- C. Collect samples of interceptor contents
 - Use a container to sample contents of interceptor, then save sample for later laboratory work.
 - Use field tests for specific areas of concern (i.e. sulfide content) if needed.
- D. Inform establishment of results
 - Review any areas of concern where standards are not met with the establishment.
 - Inform the establishment of the necessary steps and time frame required to meet deficiencies.
 - Gather and document a signature from an appropriate member of the establishment to confirm the inspection and review of the inspection.

4. General BMP Requirements

- A. Equipment
 - Drain screens shall be installed on all drainage pipes.
 - Food should be disposed of in disposal bins as opposed to sinks to reduce the amount of pumping frequency required by the grease interceptors.
 - Waste haulers should be used to dispose of cooking oil
 - All kitchen exhaust filters shall be cleaned frequently to minimize the potential risk of FOG infiltration into the storm water system.
 - Signs shall be posted throughout the kitchen to remind employees of the rules and practices required for the efficient disposal of fats, oils, and greases.

B. Employee Training

- Employees should be trained on a semi-annual basis on subjects that include the following:
 - Dry wiping pots, pans, and other cooking utensils prior to washing to remove grease
 - Disposal of food waste and solids in plastic bags prior to disposal of them in trash cans.
 - The utilization of absorption products to clean under fryer baskets and other locations where grease may potentially be spilled or dripper
 - Disposing of grease or oils from cooking equipment into a grease receptacle like a barrel without spilling
- Employees shall provide signature to their employer to document that they have received proper training on the handling of fats, oils, and greases.

Attachment vii-11:

Example Illicit Connection / Illegal Discharge Stop Action Report

ILLICIT CONNECTION/ILLEGAL DISCHARGE STOP ACTION REPORT



DATE:

NAME, ADDRESS, PHONE # OF ILLICIT /ILLEGAL DISCHARGE (Responsible Party)

TIME IN:
TIME OUT:
PERSON REPORTING:
EMPLOYEE & DEPARTMENT FILLING OUT
THIS FORM:

TIME CALLED OES:
OES #:
TIME CALLED COUNTY:
TIME CALLED RWQCB:
TIME CALLED DFG:

TYPE OF DISCHARGE (check all that apply)

- | | |
|---|---|
| ☐ Motor oil | ☐ Pet waste |
| ☐ Antifreeze/transmission fluid | ☐ Excessive yard waste (leaves, grass, mulch) |
| ☐ Paint | ☐ Excessive dirt and gravel |
| ☐ Solvent/degreaser | ☐ Trash |
| ☐ Detergent | ☐ Construction debris (concrete, mortar, etc.) |
| ☐ Fuel Spill-Diesel ☐ Fuel Spill-Gasoline | ☐ Pesticides and fertilizers |
| ☐ Other: | |

DESCRIPTION AND CAUSE OF ACCIDENT

DID MATERIAL ENTER STORM DRAIN: ☐ YES ☐ NO

ILLEGAL DISCHARGE INFORMATION

Start time of discharge:	End of discharge:	Unknown ☐
Approx. amount of spill: (gallons)		Unknown ☐

DESCRIBE HOW DISCHARGE WAS CONTAINED, MATERIAL USED TO CLEAN AND WHERE MATERIAL WAS DISPOSED OF:

ILLICIT CONNECTION/ILLEGAL DISCHARGE STOP ACTION REPORT
(Continued)

ENVIRONMENTAL COMPLIANCE INSPECTOR CONTACTED:

☐ Angela Weeks ☐ Jon Guse ☐ Other:

Agencies Notified

Yolo County, (530) 666-8646: ☐ Yes ☐ No

RWQCB, (916) 464-4606: ☐ Yes ☐ No

Dept. of F&G, (530) 682-7088: ☐ Yes ☐ No

Samples Taken: ☐ Yes (If yes, attach COC document) ☐ No **Documentation:** ☐ Pictures ☐ Video

Communications with discharger: ☐ Yes (If yes describe below) ☐ No

Additional form(s) attached: ☐ Yes ☐ No

Further Action Needed: ☐ Yes (If yes, describe below) ☐ No

Item Closed Out: ☐ Yes ☐ No

Date of meeting when closed out:

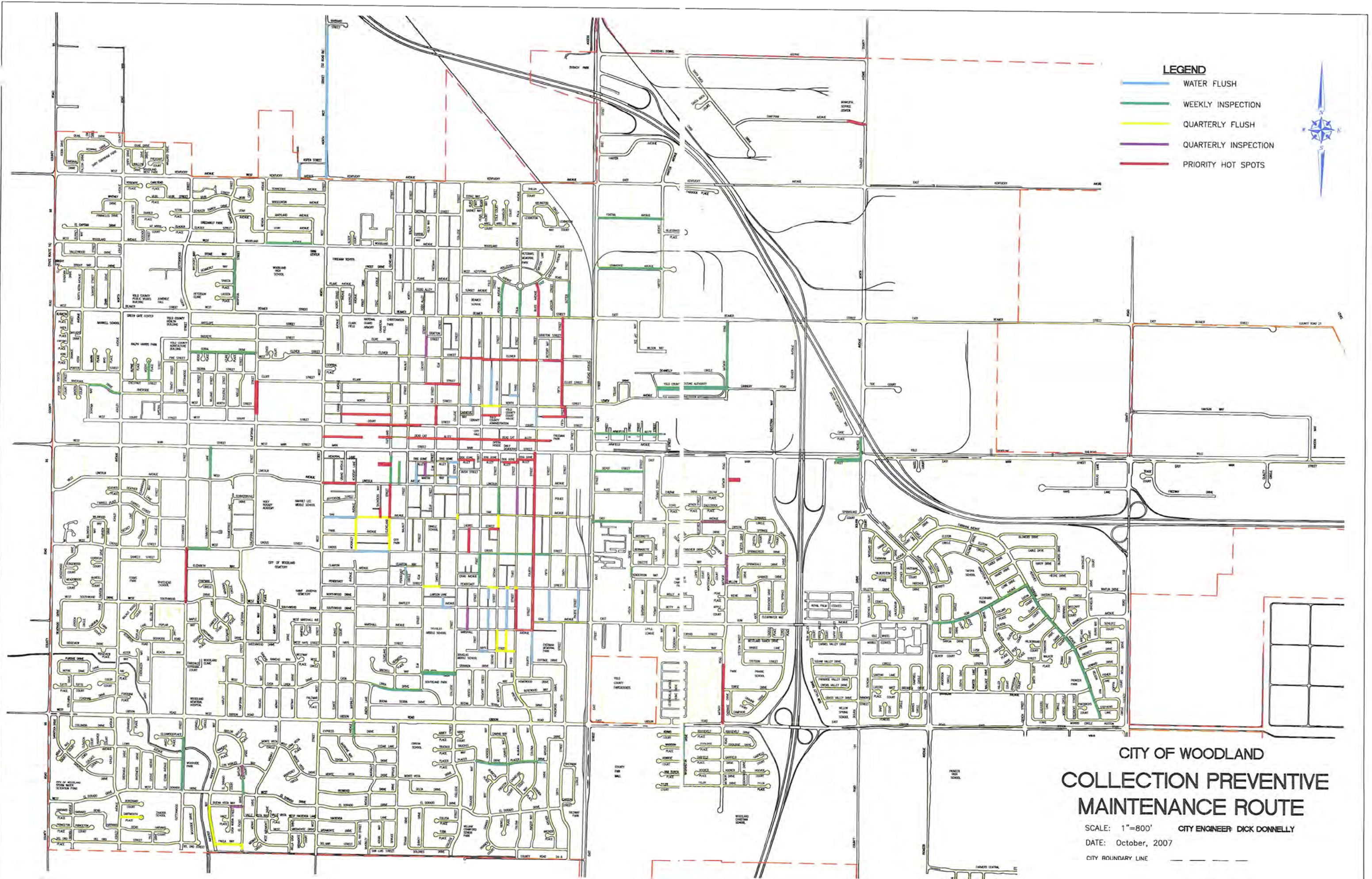
Submitted by:

Date:

*Form to be used when illegal discharges are observed by City staff.
Return to Industrial Pretreatment (WPCF)*

Attachment vii-12:

Priority Cleaning / Inspection
Route GIS Map



- LEGEND**
- WATER FLUSH
 - WEEKLY INSPECTION
 - QUARTERLY FLUSH
 - QUARTERLY INSPECTION
 - PRIORITY HOT SPOTS



**CITY OF WOODLAND
COLLECTION PREVENTIVE
MAINTENANCE ROUTE**

SCALE: 1"=800' CITY ENGINEER: DICK DONNELLY
DATE: October, 2007
CITY BOUNDARY LINE

Attachment vii-13:

Sample Pretreatment Inspection
Field Report



Pretreatment Inspection Form
Ordinance No. 1271



Name of Facility

Pretreatment Device

Where is the device located

What tools are needed

Does the device appear to be working as designed? ☐ Yes ☐ No

If not, what is needed to get the device working properly?

Manager's name/
working schedule

Business Hours

Inspector's Name

Date of Inspection

Date of last Inspection

Is the Spill Response Plan Current? ☐ Yes ☐ No

Is the device cleaning log displayed? ☐ Yes ☐ No

Date of last cleaning

How often is the cleaning

Is there a grease recycle bin? ☐ Yes ☐ No

Is the garbage area well maintained? ☐ Yes ☐ No

Are BMP's in place and are the employees trained on them? ☐ Yes ☐ No

Is the business in compliance with all of the above? ☐ Yes ☐ No

What is needed to get the businesses in compliance?

What kind of follow up is needed, if any?

Comments:

Are there any Storm Water issues? If yes, what are they:

Where pictures or video taken?

☐

Yes

☐

No

If Yes, how many and of what areas:

Is there a correction notice Issued?

☐

Yes

☐

No

If Yes, What are the reasons for the correction notice?

Re-Inspection Date:

Is there reason to believe that any identified deficiencies of the pretreatment device, is causing or may have caused, in the past an excessive discharge of fats, oil, or grease to the sewer collection system?

☐

Yes

☐

No

If yes, Who in the O&M department is this being delivered to?

Name, Date and Signature of Pretreatment employee

Print Form

Submit by Email

Attachment vii-14:

Sample Inspection
Request Form



Request for Pretreatment Inspection Form



Submitted By:

Employee Title:

Contact Phone #:

Date of Observation:

Observation Location:

Description of Observation:

List of Upstream Commercial / Industrial Establishments:

Name:

Address:

The FOG issue is:

☐

Urgent (Conduct Inspections ASAP)

☐

Important (Conduct Inspections within 1 week)

Name, Date, and Signature
of Utility O&M Employee

Submit by Email

Print Form



viii System Evaluation and Capacity Assurance Plan

SWRCB Requirement:

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by **hydraulic deficiency**. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;*
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to **establish appropriate design criteria**; and*
- (c) Capacity Enhancement Measures: The steps needed to **establish a short- and long-term CIP** to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*
- (d) Schedule: The Enrollee shall develop a **schedule of completion dates** for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This section of the SSMP describes the ongoing use of the City's hydraulic model of the sewer collection system to identify assets that will not have the capacity to convey design flows during peak dry and wet weather flows now and in the future under ultimate build-out of the City's General Plan land use designations. The City has used the hydraulic model in the past to identify capital improvement projects in the latest Wastewater Collection System Master Plan (2000), and continues to update the model with the completion of new developments and new capital projects to identify any future capacity issues. The hydraulic model was updated in August 2014 as part of the General Plan Scenario Wastewater Hydraulic Review. The City is also constructing a major upgrade to

Element viii. System Evaluation and Capacity Assurance Plan

the Water Pollution Control Facility (WPCF) primarily to improve solids handling capacity. The Wastewater Collection System Master Plan will be updated in 2016 after the 2035 General Plan Update is completed and the Aeration Retrofit Project at the WPCF is largely completed. This section fulfills the requirements of the GWDR SSMP mandatory element viii.

viii-a. Identify areas of hydraulic deficiency

Requirement	Describe actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
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Discussion	<u>Sewer System Hydraulic Models and Analysis</u> The Utilities Engineering Division Associate Civil Engineer is the person responsible for the use of the sewer collection system hydraulic model that was initially completed by CH2MHill in 1986. The original model was a System Analysis Module (SAM), and was created to model dry and wet weather peak flows based on existing City zoning and the City General Plan land uses at the time. The most recent Master Plan models the existing system based on existing land uses, and also models the system in the year 2020 based on 1996 General Plan Update land uses and population projections. The Master Plan identified pipes that will surcharge under peak dry and wet weather flows for existing conditions and ultimate build-out (2020) scenarios. The 2035 General Plan Update is currently underway and utilizes the updated hydraulic models for both the existing system based on 2014 land uses and models the system in the year 2035.
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Implementation of General Plan Scenario Wastewater Hydraulic Review Recommendations

The General Plan Scenario Wastewater Hydraulic Review did not identify any significant capacity issues of concern (i.e. surcharging resulting in SSOs) under existing conditions, and does not recommend the upsizing of any pipes in the sewer collection system in the near term, including the main trunk sewers (Kentucky, Beamer, and Gibson) which convey wastewater to the WPCF. The update to the Master Plan will include the recommended improvements from the General Plan Wastewater Hydraulic Review. However, the Master Plan notes that surcharging

Element viii. System Evaluation and Capacity Assurance Plan

occurs in 2020 peak wet weather conditions in the East Street, Kentucky, and Gibson trunk lines as the sewer collection system is currently configured. The report finds that the contributing area (downtown) for the East Street trunk line is mostly built out, and that the peak wet weather surcharging that occurs both now and during the 2020 model year is acceptable. The Plan recommends that future areas of development in the northeast portion of the City have sewer service which connects into the Beamer trunk (shown to have some level of excess capacity) instead of the Kentucky trunk, and that future areas of development in the southern portion of the City have sewer service that connects directly to the WWTP through a newly constructed trunk line instead of connecting into the Gibson trunk line. These recommendations were made to prevent further surcharging of the existing Gibson and Kentucky trunk lines, minimize the possibility of a capacity-related SSO, and help the City avoid having to upsize the Gibson and Kentucky trunk lines.

In 2003, a Downtown Specific Plan was completed which proposed future changes to the land uses in the historical downtown portion of the City. The Specific Plan's analysis of the sewer collection system in this area simply sites the 2000 Wastewater Collection System Master Plan, stating that adequate sewer capacity exists downtown and in the downstream Beamer trunk line. However, the 2000 Wastewater Collection System Master Plan model was not run including land use changes recommended in the Specific Plan.

The General Plan Wastewater Hydraulic Review included flow monitoring that was successful in capturing data during dry periods to accurately calculate GWI/I from each designated sub-basin of the sewer collection system. RDI/I was determined by comparing historical flow monitoring data at the WPCF versus recorded rain events, and a system wide RDI/I versus rainfall relationship was determined. For the purposes of hydraulic modeling, system wide RDI/I was evenly distributed to all manholes throughout the system.

Ongoing Sewer System Hydraulic Model Updates and Use

Although the sewer collection system has never experienced a capacity related SSO, the City endeavors to maintain an up-to-date system capacity model to ensure that future changes including alterations of sewer collection system infrastructure, the addition of new developments, and land use changes approved in specific plans and General Plan updates are accounted for.

Element viii. System Evaluation and Capacity Assurance Plan

Engineering Consultant Services

The City executed a consultant services contract in 2014 for General Plan Scenario Wastewater Hydraulic Review. The services provided in the hydraulic model update contract include:

- Use of the City's sewer system GIS data to compile an ArcGIS based hydraulic model using Innovyze InfoSewer
- Identification of gaps in City GIS data (missing pipes, manholes, elevation data, etc.) where field data needs to be collected, or assumptions can be made to allow the hydraulic model to run
- Review of all available land use data
- Refinement of existing and future build-out land use GIS map layers following data review and analysis of aerial photography
- Dry weather flow monitoring at Kentucky, Gibson, and Beamer Street trunk sewers to quantify existing dry weather flows
- Development of sewer generation rates for all utilized land use designations, and calibration with dry weather flow monitoring
- Compilation of a dry weather hydraulic model in InfoSewer to locate any areas of hydraulic deficiency under existing conditions and future development scenarios
- Development and implementation of a system-wide flow monitoring program to develop wet weather flow parameters
- Compilation of a wet weather hydraulic model in InfoSewer to locate any areas of hydraulic deficiency under existing conditions and future development scenarios
- A General Plan update including recommended capital projects associated with the various hydraulic model scenarios consistent with the City's desired level of service and to prevent SSOs

The consultant services obtained by the City will ensure that the City's sewer system GIS data is updated in critical areas necessary to run the hydraulic model.

Additionally, a thorough review of the land use data will ensure that the City has up-to-date existing and future build-out GIS land-use layers. Specific land use information reviewed as part of this study and incorporated in the hydraulic model include:

- 2002 City of Woodland General Plan
- Draft 2015 City of Woodland General Plan

Element viii. System Evaluation and Capacity Assurance Plan

- 2014 City of Woodland Design Standards
- Phase 3 – GIS Based Sewer System Hydraulic Model Project (2012)
- Wastewater Collection System Wet Weather Flow Monitoring (2010)
- City of Woodland Downtown Specific Plan (2003)
- East Street Corridor Specific Plan (1998)
- Woodland Park Specific Plan (Draft)
- Spring Lake Specific Plan (2001)
- Discussions with City staff regarding areas of future development

The consultant will use the results of dry weather hydraulic modeling to specifically tailor the wet weather flow monitoring program to target areas of concern where hydraulic deficiencies may be present.

Flow Monitoring

The flow monitoring plan developed by the consultant will be utilized by the City on an ongoing basis. The flow monitoring plan will include the following components:

- System wide flow monitoring will be conducted every 5-10 years, or in conjunction with any Master Plan update with the purpose of quantifying and tracking GWI/I and RDI/I over time and identifying areas of excessive infiltration and inflow
- Permanent wet weather flow monitoring will be monitored on the City's main sewer trunk lines upstream of the wastewater treatment plant
- Targeted flow monitoring will be conducted as needed to:
 - evaluate the effectiveness of rehabilitation / replacement projects in reducing I/I (using before and after flow monitoring)
 - monitor and confirm additional sewer flows contributed by new developments, residential densification projects, or changes to existing commercial / industrial uses
 - monitor “trigger points” at which flows in assets targeted for a future capacity-related capital improvement projects according to the Master Plan reach the limit where implementation of the project is required due to additional upstream flow contributions

Element viii. System Evaluation and Capacity Assurance Plan

Ongoing Hydraulic Model Updates

The Master Plan update will provide estimates of available or excess capacity in key collection system assets that will allow the City to determine the ability of the system to handle additional flows associated with any major proposed projects or changes to land use designations. Additionally, the City will retain the model files and an InfoSewer license. Select City staff will be trained on the use of the model, and will also have the ability to use the model to investigate the effect of proposed projects or changes to land use designations. The City may execute contracts as needed to update the hydraulic model and the capacity related capital improvement plan for new major projects or land use changes. Also, a thorough Master Plan update is conducted following any major updates to the City's General Plan.

Related Documents

- Refer to the City of Woodland Wastewater Collection System Master Plan Report, CH2MHill, 2000
- Refer to “Sanitary Sewer Flow Monitoring and Capacity Analysis”, V&A November 2008
- Refer to “City of Woodland Sewer Master Plan Update Land Use Assumptions and Sanitary Flow Generation Rates”, NEXGEN / Kimley-Horn & Assoc. February 2009
- Refer to “Proposed Winter 2008/2009 City of City of Woodland Sewage Flow and EC Monitoring Plan”, NEXGEN / Kimley-Horn & Assoc. December 2008
- Refer to “Wastewater Collection System Wet Weather Flow Monitoring”, V&A July 2010
- Refer to “General Plaqn Scenario Wastewater Hydraulic Review”, Waterworks Engineers, August 2014
- Refer to “Phase 3 – GIS Based Sewer System Hydraulic Model Project”, Waterworks Engineers, December 2012

Element viii. System Evaluation and Capacity Assurance Plan

Plan & Schedule	Task	Responsible Party	Scheduled Date
	Coordinate with consultant to gather data and implement necessary updates to sewer system GIS mapping for hydraulic model use.	GIS Network Specialist	April 2015 – June 2016
	Obtain training for hydraulic model use for select City Staff.	Associate Civil Engineer	June 2015 – June 2016
	Conduct system-wide flow monitoring to quantify and track I/I in specific sewer “sheds”.	Associate Civil Engineer / WPCF Superintendent	Every 5-10 years or with Master Plan Updates
	Implement targeted flow monitoring for rehabilitation / replacement projects, new major development, and assets of concern.	Associate Civil Engineer	Continuously / As-Needed
	Review and comment on the effect of major proposed projects or land use changes on sewer collection system capacity, coordinate with consultants as needed.	Associate Civil Engineer	Continuously / As-Needed
	Maintain permanent wet weather flow monitoring data on major trunk lines.	Associate Civil Engineer	Continuously

viii-b. Establish appropriate design criteria

Requirement	Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.
Discussion	<u>Existing Design Standards</u> As discussed in section v-a of the SSMP, the City has sewer collection system design standards that include dry weather flow calculation, standard I/I rates, pipe capacity determination equations, minimum slopes, maximum depth to diameter ratios at the design flow, and minimum flow velocities at the design flow.

Element viii. System Evaluation and Capacity Assurance Plan

Master Plan Capacity Considerations

The General Plan Scenario Wastewater Hydraulic Review pinpoints areas of surcharging in key trunk lines in future build-out wet weather scenarios. There are no standards established in the Master Plan which place acceptable limitations on surcharging. The surcharging that was discovered was considered “acceptable” because there were no cases where surcharging was expected to cause an SSO by flowing out of a manhole cover. The City will enforce the usage of the maximum depth to diameter ratio that applies to the calculated design flow presented in the City Standards for new construction, but will continue to use a case-by-case “soft” standard for determining levels of surcharging that are acceptable and unacceptable when evaluating older existing infrastructure during hydraulic model analysis.

The 2000 Master Plan and the General Plan Scenario Wastewater Hydraulic Review have identified the 5-year return period / 24-hour duration storm as the design storm for the sewer collection system, and has projected that 5.7 MGD of RDI/I enters the system during this storm event based on historical analysis of rainfall records, WWTP flow monitoring data, and the updated hydraulic model. The specific design storm that will be used to identify hydraulic deficiencies in the Master Plan update may change based on new wet weather flow monitoring data and current City level of service objectives.

Related Documents

- Refer to the City of Woodland Wastewater Collection System Master Plan Report, CH2MHill, 2000
- Refer to the General Plan Scenario Wastewater Hydraulic Review, Waterworks Engineers, August 2014
- Refer to City of Woodland Standard Specifications and Details, 2014

Plan & Schedule

No further efforts are projected for this element at the present time.

Element viii. System Evaluation and Capacity Assurance Plan

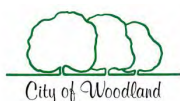
viii-c. Capacity Enhancement Measures: Steps needed to establish short- and long-term CIP for identified hydraulic deficiencies

Requirement	Define the steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
Discussion	Whenever a capacity-related improvement is required in the sewer collection system, an engineering analysis is conducted (typically by a civil engineering consultant) to determine the most cost effective means for making the improvement. An alternatives analysis will be required by the City within a pre-design report for capacity-related projects submitted by consultants. The analysis will use available hydraulic model and flow monitoring data to determine if I/I reduction in upstream basins is a potential solution to the problem, and will consider the long term operational benefits of I/I reduction. Additionally, the analysis will include the investigation of various options including dig-and-replace construction with larger diameter lines, trenchless upsizing (such as pipe bursting), and parallel construction. As discussed in section 0 of the SSMP, the City determines development-related impact fees for sewer utility infrastructure in the Major Projects Financing Plan (MPFP) which is completed annually. If the City is unable to attribute new capacity related deficiencies within the collection system to specific new development projects and collect impact fees to offset the costs of making improvements, funding must be provided from the sewer enterprise fund.
Related Documents	○ Refer to current City of Woodland CIP Schedule
Plan & Schedule	No further efforts are projected for this element at the present time.

Element viii. System Evaluation and Capacity Assurance Plan

viii-d. Schedule: Develop a schedule of completion dates for CIP

Requirement	The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
Discussion	The City integrates capacity driven capital improvement projects into a comprehensive capital improvement plan which includes condition driven projects that are prioritized based on the rating system described in SSMP section iv-c. Pipelines that are determined to cause an SSO or “unacceptable” levels of surcharging during existing dry or peak wet weather conditions according to the hydraulic model are scheduled for improvement within the most rapid timeframe possible, regardless of the risk of failure rating assigned as part of the condition assessment process. Capacity-related SSOs are capable of causing large and possibly repetitive spills if not addressed quickly. Any necessary capacity-related improvements that are identified by the Master Plan Update under existing conditions will be integrated immediately into the short-term capital improvement plan. Pipelines that are identified by hydraulic modeling results to cause an SSO or “unacceptable” levels of surcharging during dry or peak wet weather future scenarios are scheduled for improvement prior to the time at which actual sewer flows are expected to reach the levels indicated by the model. The timeline for improvements associated with near-term (5-10 years) or full build-out capacity issues is determined based on the pace of development in the areas which are contributing future flows to the asset in question. Improvements associated with near-term and full-build out projects are tentatively scheduled within the capital improvement plan, and project timelines are adjusted as changes to project schedules occur. The City will conduct targeted “flow trigger” monitoring on the assets scheduled for future capital improvement projects as described in SSMP section viii-a.
Related Documents	○ Refer to current City of Woodland CIP Schedule
Plan & Schedule	No further efforts are projected for this element at the present time.



ix Monitoring, Measurement, and Program Modifications

SWRCB Requirement:

The Enrollee shall:

- (a) Maintain relevant **information** that can be used to establish and prioritize appropriate SSMP activities;*
- (b) Monitor the **implementation** and, where appropriate, measure the effectiveness of each element of the SSMP;*
- (c) **Assess** the success of the preventative maintenance program;*
- (d) **Update** program elements, as appropriate, based on monitoring or performance evaluations; and*
- (e) Identify and illustrate **SSO trends**, including: frequency, location, and volume.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This section of the SSMP describes the monitoring of specific performance indicators (PIs) by the City to evaluate utility performance against quantifiable goals. The City has established performance indicators for 23 specific areas, and assigned a specific employee the task of periodically comparing actual utility activities in each area to the benchmarks established within the PI to rate performance and make recommendations to improve performance where it may be lacking. This section fulfills the requirements of the GWDR SSMP mandatory element ix.

Element ix. Monitoring, Measurement, and Program Modifications

ix-a. Maintain relevant information to prioritize SSMP activities

Requirement	The Enrollee shall maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.		
Discussion	The 23 performance indicators established by the City set goals in the areas listed in the performance indicator summary table found in Attachment ix-1 . Each PI is tracked by a responsible person (RP) who must document specific statistics throughout the year, and ensure that adequate data is being collected to evaluate performance. The RP for each indicator is an employee that would naturally be involved with the collection or use of the data required for the PI before this monitoring program was established, to ensure efficiency in data collection and tracking. The data tracked by each PI and the RP for each is listed on the performance indicator summary table. Much of the data analyzed by the PIs is tracked within the City’s CMMS, CCTV, or GIS databases and requires the production of a Crystal Report to extract specific data that can be analyzed. Each quarter, the Engr. Technician will prepare all of the Crystal Reports that are required and make them available to the RP for each PI, who will use the data to complete the tracking sheet. Each PI tracking sheet describes the method of data collection for each data indicator. The PI tracking sheets can be found in Attachment ix-1 .		
Related Documents	o Attachment ix-1: PI Summary and PI Tracking Sheets		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	PIs will be updated based on SSMP Change log.	Engr. Tech	Annually

Element ix. Monitoring, Measurement, and Program Modifications

ix-b. Monitor and measure effectiveness of SSMP elements

Requirement	The Enrollee shall monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.		
Discussion	Each RP must rate each separate goal for their PI according to the rating scale established for that goal every quarter. The RP records the date that the evaluation was completed on the tracking sheet. At the end of the year, the RP makes program modification recommendations at the bottom of their tracking sheet, which are intended to increase future ratings to at least “acceptable” levels for goals that are below that rating.		
Related Documents	o Attachment ix-1: PI Summary and PI Tracking Sheets		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Complete data entry for each PI.	Various Employees	Quarterly

Element ix. Monitoring, Measurement, and Program Modifications

ix-c. Assess success of preventative maintenance program

Requirement	The Enrollee shall assess the success of the preventative maintenance program.
Discussion	The success of the preventative maintenance program is assessed by the evaluation of the following PIs: ➤ CCTV Inspection ➤ GIS/CMMS ➤ FOG Control Program ➤ HVVC Activities ➤ Preventative Maintenance Activities ➤ Preventative Maintenance Effectiveness ➤ SSO Mitigation ➤ SSO Prevention ➤ SSO Response The success of the preventative maintenance program is dependent on assessing the condition of the system (CCTV Inspection), regularly cleaning the collection system (HVVC Activities), maintaining accurate records of PM activities (GIS/CMMS), and scheduling PM activities at frequencies (PM Activities) that are adequate to prevent emergency events and SSOs (PM Effectiveness, SSO Mitigation, SSO Prevention, SSO Response). Running an effective FOG control program is also a critical component to an effective preventative maintenance strategy. The tracking and review of the quantitative benchmark goals set for each of these PIs will ensure that an accurate picture of the success of the DPW in operating and maintaining the system with a minimum number of spills is presented each year.
Related Documents	o Attachment ix-1: PI Summary and PI Tracking Sheets
Plan & Schedule	No further efforts are projected for this element at the present time.

Element ix. Monitoring, Measurement, and Program Modifications

ix-d. Update SSMP program elements based on performance evaluations

Requirement	The Enrollee shall update program elements, as appropriate, based on monitoring or performance evaluations.
Discussion	All PI tracking sheets are filed centrally, and reviewed every year as part of the SSMP auditing process by the Superintendent. It is during the auditing process that potential updates to program elements are identified based on the recommendations of each RP and the judgment of the Superintendent. Physical changes to the SSMP text will be made by the Superintendent as needed, but at a minimum of every 5 years. Possible future modifications to SSMP programs and activities may include but are not limited to the following: - o detailed efforts to increase funding or staffing - o changes to the CCTV inspection or FOG programs - o changes to OERP protocols - o major additions to Codes, Ordinances, and Design Standards - o O&M activities and protocols for newly added infrastructure components - o updates to CIP prioritization and funding processes - o changes in hydraulic modeling and flow monitoring priorities, etc. Any major changes to SSMP elements or programs will be presented to City Council, and approval gained for impacts any changes may have on City budgets and staffing effort allocations.
Related Documents	o Attachment ix-1: PI Summary and PI Tracking Sheets
Plan & Schedule	No further efforts are projected for this element at the present time.

Element ix. Monitoring, Measurement, and Program Modifications

ix-e. Identify and illustrate SSO trends

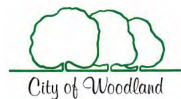
Requirement	The Enrollee shall identify and illustrate SSO trends, including: frequency, location, and volume.		
Discussion	All SSO report forms are centrally filed. The RP for the SSO Prevention PI maintains a spreadsheet which totals annually SSOs by category (1, 2, and 3) and displays a running bar graph of the historical number of spills per year. Each bar on the bar graph will be labeled with the total SSO volume for each spill category per year. The RP also reviews the SSO Event layer within Cityworks that displays the SSO locations based on SSO work orders. The SSOs work order stores includes pertinent information for example the spill category, volume, cause of spill, spill volume recovered, etc. This data can be analyzed geographically concurrently with other City GIS data to determine if any geographical trends in SSOs are occurring, and to help identify any geographical or physical factors that may be contributing to those trends. This data is reviewed by the Utility O&M Division annually to help drive changes to PM activity frequencies.		
Related Documents	o None		
Plan & Schedule	Task	Responsible Party	Scheduled Date
	Create the SSO Event Layer in Cityworks and print out for review.	GIS Tech/ Utility Maintenance Supervisor	May 2015
	Update the SSO bar graph with data from SSO report forms and attach to SSO prevention PI tracking sheet.	Utility Maintenance Supervisor	Annually

Attachment ix-1:

Performance Indicator Summary and Performance Indicator Tracking Sheets

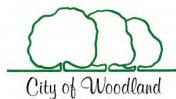
Element ix. Monitoring, Measurement, and Program Modifications

Summary of Performance Indicators		
Performance Indicator	Responsible Party	Indicator Data
CCTV Inspection	CCTV Crew Leader	Total yearly CCTV inspection footage
CCTV Inspection	CCTV Crew Leader	Total yearly number of pipe segments CCTV inspected
CCTV Inspection	CCTV Crew Leader	Average footage inspected per 16 hours of work (one full day for a crew of 2)
CCTV Inspection	CCTV Crew Leader	Percentage of CCTV surveys that pass QA/QC inspection
Codes and Ordinances	Principal Utilities Civil Engineer	Frequency of meetings to discuss / document potentially required updates to the Municipal Code
Codes and Ordinances	Principal Utilities Civil Engineer	Frequency of actual updates to Municipal Code based on utility-specific issues
Communication Program	Administration Clerk	SSMP website updated with SSMP Bi-annual Audit
Communication Program	Administration Clerk	Total number of public comment email responses
Communication Program	Administration Clerk	Percent of total public comment emails received that were responded to
Employee Recognition	Wastewater Systems Administrator	Frequency of award distribution to O&M Staff
Employee Recognition	Wastewater Systems Administrator	Frequency of award distribution to Engineering Staff
Employee Recognition	Wastewater Systems Administrator	Frequency of award distribution to Management Staff
FOG Control Program	Environmental Compliance Inspector	Percent reduction in SSOs and blockages requiring flushing attributed to FOG blockages from the previous year
FOG Control Program	Environmental Compliance Inspector	Frequency with which inspection of Pollution Prevention Program (PPP) permit holders are conducted
FOG Control Program	Environmental Compliance Inspector	Number of FOG disposal public education outreach events or activities conducted per year
FOG Control Program	Environmental Compliance Inspector	Time since last joint meeting between Environmental Compliance and O&M to review FOG-related issues in the collection system.
GIS / CMMS	GIS Analyst	Percent population of key attribute data for sewer gravity main assets within GIS geodatabase
GIS / CMMS	GIS Analyst	Percent population of key attribute data for sewer manhole assets within GIS geodatabase
GIS / CMMS	GIS Analyst	Percent of CityWorks work orders that have been closed
HVVC Activities	HVVC Crew Leader	Total footage of the collection system cleaned per year with HVVC
HVVC Activities	HVVC Crew Leader	Total number of pipe segments cleaned with HVVC per year
HVVC Activities	HVVC Crew Leader	Average footage cleaned per 16 hours of work (one full day for a crew of 2)
HVVC Activities	HVVC Crew Leader	Percentage of CCTV inspections that were conducted where pre-cleaning was completed
Maintain Up-To-Date Standards	Principal Utilities Civil Engineer	Frequency of meetings to discuss / document potentially required updates to the sewer collection system
Maintain Up-To-Date Standards	Principal Utilities Civil Engineer	Frequency of actual updates to the design standards, standard drawings, and specifications based on sewer utility-specific issues
Operation and Maintenance Funding	Management Analyst	Amount of funding provided for operating and maintaining the collection system per foot of main line pipe
Operation and Maintenance Funding	Management Analyst	Annual cost of operating and maintaining the collection system per foot of main line pipe
Preventative Maintenance Activities	Utilities Maintenance Supervisor	Percent completion of work orders in the CMMS compared to expected work orders based on weekly / quarterly cleaning & inspection route lists
Preventative Maintenance Activities	Utilities Maintenance Supervisor	Frequency of thorough electrical and mechanical inspections of lift stations
Preventative Maintenance Effectiveness	Utilities Maintenance Supervisor	Percentage of work orders that are emergency
Preventative Maintenance Effectiveness	Utilities Maintenance Supervisor	Percentage of accountable labor and material costs that are attributed to emergency work versus regular preventative maintenance work
Preventative Maintenance Effectiveness	Utilities Maintenance Supervisor	Percentage of accountable labor and material costs that are attributed to emergency work on private laterals
Rehabilitation / Replacement Budgeting	Management Analyst	Percentage of the total system value as defined by GASB34 reporting spent per year on R/R projects
Rehabilitation / Replacement Budgeting	Management Analyst	Funding for R/R projects compared to the funding required according to estimates produced by the CA&CIP



Element ix. Monitoring, Measurement, and Program Modifications

Summary of Performance Indicators (Continued)		
Performance Indicator	Responsible Party	Indicator Data
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Percentage of assets in the CA&CIP Module that have been CCTV inspected that have also been evaluated
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Percentage of CIP bundles assigned to the previous year that are in design or construction
Rehabilitation / Replacement Program	Principal Utilities Civil Engineer	Number of line failures or breaks per 100 miles of pipe
Replacement Parts	Equipment Services Clerk	Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed
Replacement Parts	Utility Maintenance Worker	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
Replacement Parts	WPCF Operator	Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed
Response to Service Requests	Administrative Clerk	Average response time for an urgent call
Response to Service Requests	Administrative Clerk	Average response time for a routine call
Response to Service Requests	Administrative Clerk	Average number of service calls per 100 miles of pipe per year
SSMP Audits and Updates	Principal Utilities Civil Engineer	Preparation of annual SSMP performance indicator report and submission to City Council
SSMP Audits and Updates	Principal Utilities Civil Engineer	Frequency of peer review of SSMP and utility performance
SSO Mitigation	Utilities Maintenance Supervisor	Percent of SSO volume capture in flat areas (i.e. slopes of 1-5%)
SSO Mitigation	Utilities Maintenance Supervisor	Average amount of time from the SSO event to when the line is inspected with CCTV to investigate the cause
SSO Mitigation	Utilities Maintenance Supervisor	Percent of private lateral spills that are reported as category 3 spills in the CIWQS database
SSO Prevention	Utilities Maintenance Supervisor	Number of SSOs per 100 miles of gravity sewer mains per year
SSO Prevention	Utilities Maintenance Supervisor	Percent reduction in SSOs from the previous year
SSO Prevention	Utilities Maintenance Supervisor	Number of repeat SSOs in a three year period
SSO Response	Utilities Maintenance Supervisor	Average response time during normal business hours
SSO Response	Utilities Maintenance Supervisor	Average response time after normal business hours
Staff Training	Wastewater Systems Administrator	Frequency with which tabletop / tailgate training meetings are conducted by the O&M staff
Staff Training	Wastewater Systems Administrator	Frequency with which field training exercises are conducted by the O&M staff
Staff Training	Wastewater Systems Administrator	Frequency with which field or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP
Staffing	Administrative Clerk	Percentage of vacant staff positions within the Engineering, Utility Maintenance, and Environmental Operations of the City of Woodland.
System Evaluation and Capacity Assurance	Principal Utilities Civil Engineer	Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP
System Evaluation and Capacity Assurance	Principal Utilities Civil Engineer	Frequency of hydraulic model updates
System Mapping	CAD Administrator / GIS Analyst	Average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process
System Mapping	CAD Administrator / GIS Analyst	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
System Mapping	CAD Administrator / GIS Analyst	Average time to update CAD/GIS maps based on as-builts received from rehabilitation or replacement projects
System Mapping	CAD Administrator / GIS Analyst	Average time to update CAD/GIS maps based on as-builts received from new development



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

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

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

Periodic Performance Tracking			
Date	Measured Value		Performance Assessment Comments
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
[date]	Goal	1	[Summary of Ratings] [Description]
[initial]	Value		
Annual Performance Assessment / Recommendations for Updates			
[Summary of Ratings for the year] [Description] Recommendation #1:			

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

Goal:		Response to Sanitary Sewer Overflows (SSOs)			
Responsible Person (RP): Utilities Maintenance Supervisor					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts taken to effectively respond to SSOs. <i>Response time</i> is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.					
Data Collection Methods					
1. <i>The average response time during normal business hours (M-F 7am-4pm).</i> 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. <i>The average response time after hours (M-F 4pm-7am, weekends, holidays).</i> 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
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

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

Goal:		Prevention of Sanitary Sewer Overflows (SSOs)			
Responsible Person (RP): Utilities Maintenance 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. <i>The number of SSOs per 100 miles of gravity sewer mains per year.</i> 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. <i>The percent reduction in SSOs from the previous year.</i> 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. <i>The number of repeat SSOs in a three year period.</i> 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

Goal:	Mitigation of Sanitary Sewer Overflows (SSOs)
Responsible Person (RP): Utilities Maintenance 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:	
<i>The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).</i> 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. <i>The percent of SSO volume capture in steep areas (i.e. slopes greater than 5%).</i> 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 steep. 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. <i>Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.</i> 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. <i>% of private lateral spills that are reported as category 3 spills in the CIWQS database.</i> 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	% captured of SSO (steep, >5%)	<30%	30-50%	50-90%	90-100%
3	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
4	% complete on-line reporting for category 3 spills	< 70%	70-80%	80-90%	90-100%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

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

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

Annual Performance Assessment / Recommendations for Updates

[Summary of Ratings for the year]

[Description]

Recommendation #1:

Recommendation #2:

Recommendation #3:

Signature of Responsible Person: (sign when complete)

Date:

Goal:		System Evaluation and Capacity Assurance Program (SECAP)			
Responsible Person (RP): Senior 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
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

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

Goal: Replacement Parts					
Responsible Person (RP): Equipment Services Lead / Utility Maintenance Worker / WPCF Operator					
<u>Description of Performance Indicator(s) (PIs):</u> 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. <u>PIs and Data Collection Methods:</u> - 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. - 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. - 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

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. <i>The percentage of assets in the CA&CIP Module that have been CCTV inspected that have also been evaluated.</i> Data Collection Method: Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.					
2. <i>The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement “action” assigned.</i> 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. <i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i> Data Collection Method: Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction.					
4. <i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i> Data Collection Method: Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes 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
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

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

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

Periodic Performance Tracking				
Date	Measured Value		Performance Assessment Comments	
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

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

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

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
[date]	Goal	1	2	3	
[initial]	Value				[Summary of Ratings] [Description]
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:					

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

Goal:		Preventative Maintenance Effectiveness			
Responsible Person (RP): Utilities Maintenance 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:					

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

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

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

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

Goal:		System Mapping			
Responsible Person (RP): GIS Analyst					
Description of Performance Indicator(s) (PIs): The PIs listed below quantify the efforts to provide up-to-date maps of assets in the collection systems and other applicable facilities (i.e., stormwater facilities, waterways, etc.). This effort involves completing map change requests in a timely fashion. Map change requests come from three sources; namely, 1) variations observed in the field, 2) changes from rehabilitation or replacement, and 3) additional assets from new development.					
PIs and Data Collection Methods: 1. <i>The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.</i> Data Collection Method: Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report. 2. <i>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.</i> Data Collection Method: Keep track manually. 3. <i>The average time to update CAD/GIS maps based on as-builts received from rehabilitation or replacement projects.</i> Data Collection Method: Keep track manually from map change request forms (MCRs) filed within the year-to-date. 4. <i>The average time to update CAD/GIS maps based on as-builts received from new development.</i> Data Collection Method: Keep track manually from map change request forms (MCRs) 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	> 3 months	2-3 months	1-2 months	< 1 month
3	Average time for rehab & replacement updates	> 3 months	2-3 months	1-2 months	< 1 month
4	Average time for “new development” updates	> 6 months	3-6 months	2-3 months	< 2 months

Periodic Performance Tracking						
Date		Measured Value				Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

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

Goal:		High Velocity Vacuum Cleaning (HVVC)			
Responsible Person (RP): HVVC Crew Leader					
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	< 170,000	170,000-200,000	200,000-250,000	> 250,000
2	Pipe segments cleaned / year	< 700	700-900	900-1000	> 1000
3	Footage cleaned / 16 work hours	<3000	3000-4000	4000-5000	> 5000
4	% Pipe segments pre-cleaned prior to CCTV inspection	< 70%	70-80%	80-90%	> 90%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

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

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

Signature of Responsible Person: (sign after annual review)	Date:

Goal:		Employee Recognition			
Responsible Person (RP): Wastewater Systems Administrator					
<u>Description of Performance Indicator(s) (PIs):</u> The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.					
<u>PIs and Data Collection Methods:</u> 1. <i>The frequency with which awards are distributed to O&M staff.</i> Data Collection Method: Keep Track Manually 2. <i>The frequency with which awards are distributed to Engineering staff.</i> Data Collection Method: Keep Track Manually 3. <i>The frequency with which awards are distributed to Management staff.</i> Data Collection Method: Keep Track Manually					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Time since last awards distribution: Operation & Maintenance staff	< 6 months	6 months	1 Quarter	1 month
2	Time since last awards distribution: Engineering staff	< 6 months	6 months	1 Quarter	1 month
3	Time since last awards distribution: Management staff	< 6 months	6 months	1 Quarter	1 month

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

Goal:		Communication Program			
Responsible Person (RP): Administration Clerk					
<u>Description of Performance Indicator(s) (PIs):</u> 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.					
<u>PIs and Data Collection Methods:</u> 1. <i>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.</i> Data Collection Method: Keep track manually. RP should develop a file for documenting communication activities and completed dates. 2. <i>Total number of year-to-date public comment email responses.</i> Data Collection Method: The City’s public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses. 3. <i>The percentage of public comment emails received that were responded to.</i> Data Collection Method: RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.					
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% 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	
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

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

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

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: <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.</i> Data Collection Method: Determine the % of null 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 <i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.</i> Data Collection Method: Determine the % of null values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth <i>Percentage of year-to-date CityWorks work orders that are closed</i> Data Collection Method: Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% population of key GIS attribute fields for gravity sewer mains	< 80%	80-90%	90-95%	95-100%
2	% population of key GIS attribute fields for sewer manholes	< 80%	80-90%	90-95%	95-100%
3	Year-to-date % of CityWorks work orders that have been closed-out	< 80%	80-90%	90-95%	95-100%

Periodic Performance Tracking					
Date		Measured Value			Performance Assessment Comments
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

Goal:		Closed Circuit Television (CCTV) Inspections			
Responsible Person (RP): CCTV Crew Leader					
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 pass quality control standards (not more than one defect omitted per 100 feet of pipe inspected) by Utilities Engineering during review using the CACIP Module. Data Collection Method: Determine total number of CCTV inspections completed in the year-to-date with a “pass” or “fail” in the QA/QC field from the central crystal report. Calculate the percent passing as those inspections with a “pass” divided by the total number with either a “pass” or “fail” assigned.					
	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	% Passing quality control check	< 90%	90%	95%	98%

Periodic Performance Tracking						
Date		Measured Value				Performance Assessment Comments
[date]	Goal	1	2	3	4	
[initial]	Value					[Summary of Ratings] [Description]
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
[initial]	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3: Recommendation #4:						

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

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

Periodic Performance Tracking				
Date	Measured Value			Performance Assessment Comments
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
[date]	Goal	1	2	[Summary of Ratings] [Description]
[initial]	Value			
Annual Performance Assessment / Recommendations for Updates				
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2:				

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

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

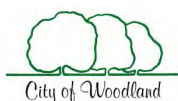
Periodic Performance Tracking					
Date	Measured Value				Performance Assessment Comments
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
[date]	Goal	1	2	3	[Summary of Ratings] [Description]
[initial]	Value				
Annual Performance Assessment / Recommendations for Updates					
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:					

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

Goal:		Root Treatment Program (RTP)			
Responsible Person (RP):		Utilities Maintenance Worker III			
Description of Performance Indicator(s) (PIs):		The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program. PIs and Data Collection Methods: <i>The total footage of sewer laterals treated for root intrusion over one year</i> Data Collection Method: Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year. <i>The average footage of sewer laterals treated per fiscal quarter.</i> Data Collection Method: Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four. <i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i> Data Collection Method: For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.			
	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Total footage of laterals treated for root intrusion over one year	> 500	< 500 - 1250	1250-2000	>2000
2	Average footage of sewer laterals treated per quarter	> 500	< 500 - 2000	2000-5000	> 5000
3	% reduction in SSOs attributed to root intrusion from the previous year	< 0	> 0 – 2.5%	> 2.5-5%	> 5%

Periodic Performance Tracking						
Date	Measured Value					Performance Assessment Comments
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
	Value					
[date]	Goal	1	2	3	4	[Summary of Ratings] [Description]
	Value					
Annual Performance Assessment / Recommendations for Updates						
[Summary of Ratings for the year] [Description] Recommendation #1: Recommendation #2: Recommendation #3:						

Signature of Responsible Person: (sign after annual review)	Date:



x SSMP Program Audits

SWRCB Requirement:

*As part of the SSMP, the Enrollee shall conduct periodic **internal audits**, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur **every two years** and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.*

*Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006 and
Order No. WQ 2013-0058-EXEXC Attachment A*

Background

Periodic self-assessment of the City's SSMP is necessary to evaluate the effectiveness of the plan and related activities. Internal audits are an opportunity to review performance and establish changes to SSMP elements that will assist in more effectively meeting the goals of the SSMP as outlined in SSMP section i. This section fulfills the requirements of the GWDR SSMP mandatory element x.

Element x. SSMP Program Audits

x-a. SSMP Program Audits

Requirement	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum the audits must occur every two years and a report must be prepared and kept on file.
Discussion	The person responsible for updating the SSMP for the City of Woodland is the Infrastructure O and M Superintendent. For this reason, the Superintendent will also be responsible for conducting the internal audits of the SSMP. Conducting the internal audits will allow the Superintendent to assess the program as a whole, determine necessary modifications to the SSMP, and apply those modifications. The internal audits will be focused on meeting the goals of the SSMP, which are outlined in section i of the SSMP. This will provide consistency to the efforts of the City in meeting the objectives of the regulatory requirements. Performance relative to these goals will be assessed using the performance indicators as described in section ix of the SSMP. This will provide the Superintendent a wealth of knowledge about the performance of the Utility Maintenance Division in executing SSMP programs, and the effectiveness of those programs. Obtaining this view of the SSMP program will allow the Superintendent to properly evaluate the SSMP and produce a valuable internal audit. The internal audit will consist of two components. The body of the internal audit will be made up of the PI assessment sheets, which will be completed during the course of the year by each responsible person (RP). The Superintendent will add to the front of those assessment sheets a SSMP Audit Cover Letter (see Attachment x-1). The SSMP Audit Cover Letter will include the following information: ➤ System overview, based on CIWQS questionnaire ➤ SSO history, the number and nature of SSO's over the past 10 years ➤ Progress on development of SSMP elements ➤ How SSMP elements were implemented over last year ➤ Effectiveness of the implemented SSMP elements ➤ What SSMP elements are planned to be implemented next year ➤ Description of additions and improvements to the collection system over the last year

Element x. SSMP Program Audits

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

Annually, the Infrastructure O and M Superintendent will follow the steps outlined below to conduct the internal audit of the City SSMP.

1. Collect Performance Indicator (PI) assessment sheets from each responsible person (RP).
2. Review assessments and recommendations from each PI.
3. Summarize the overall performance of the SSMP

Bi-annually, the Infrastructure O and M Superintendent will go to council with program-wide recommendations on the SSMP Program Audit Cover Letter.

As the scope and activities of the SSMP evolve over time, the text of the SSMP will be modified as needed to reflect those changes. However, as a minimum, the SSMP will be updated once every 5 years and re-certified by the City Council when significant changes to the SSMP are made as required by GWDR section D.14. A sample City Council Communication used by the Superintendent to communicate changes to the SSMP that may require-certification is included in **Attachment x-2**. An example sanitary sewer management plan change log is supplied as **Attachment x-3**.

Related Documents

- o Attachment x-1: Sample SSMP Program Audit Cover Letter
- o Attachment x-2: Sample SSMP Program Audit Council Communication
- o Attachment x-3: SSMP Changes Log

Plan & Schedule

Task	Responsible Party	Scheduled Date
Conduct internal audit.	Infrastructure O & M Superintendent	Annually
Present 2 years of internal audits to Council.		Bi-annually
Update SSMP programs based on internal audits.		As Needed / Every 5 Years Minimum

Attachment x-1:

Sample SSMP Program Audit
Cover Letter



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

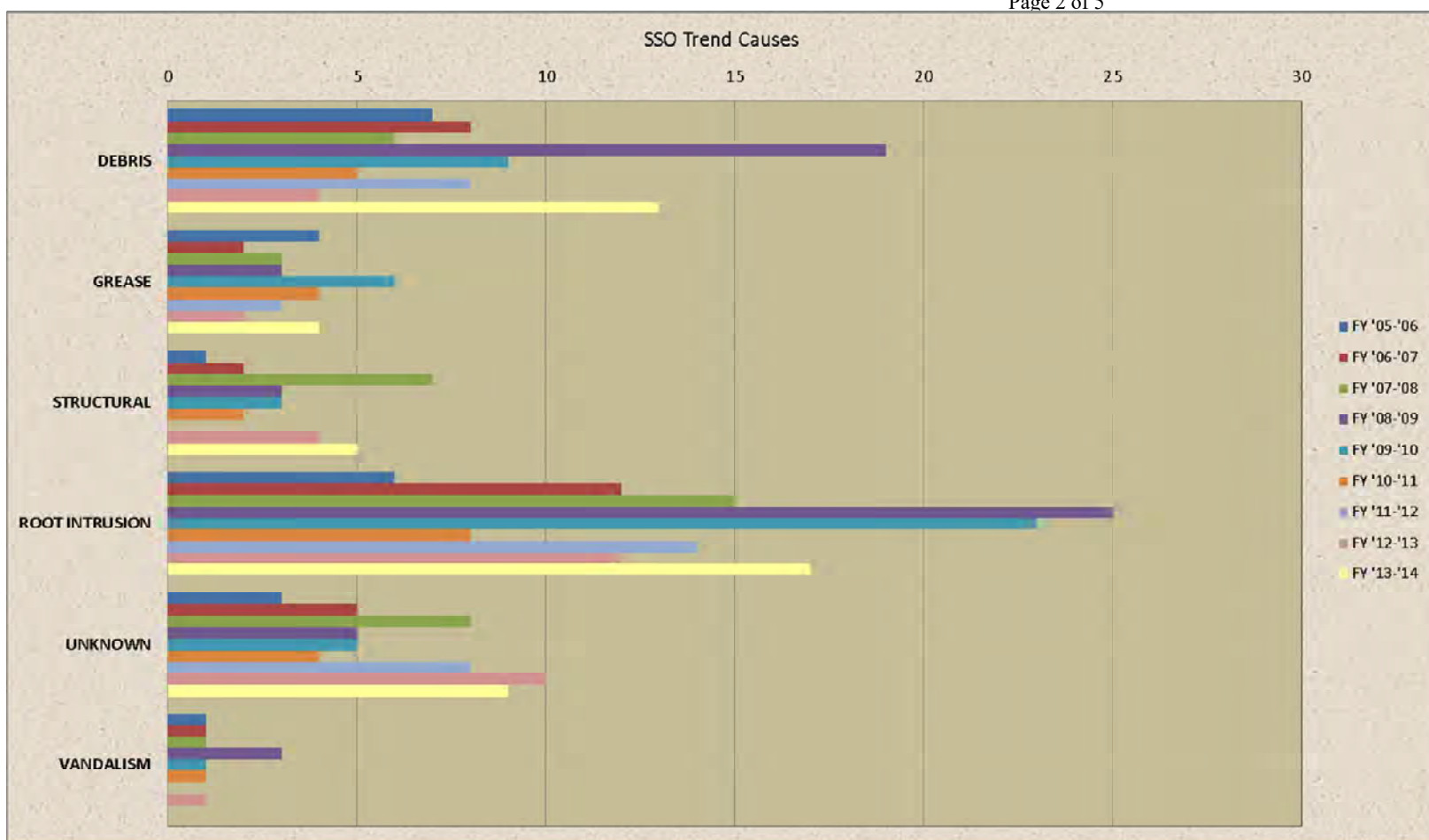
Regulatory Compliance

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

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
27	1	2,628	675

FY12-13

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
17	0	1,737	0

FY11-12

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
20	0	1,419	0

FY10-11

<u>Lateral SSO's</u>	<u>Main SSO's</u>	<u>SSO volume lateral</u>	<u>SSO volume Main</u>
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

Attachment x-2:

Sample SSMP Program Audit
Council Communication

Legislation Details (With Text)

File #:	14-418	Version:	1	Name:	
Type:	Consent Item(s)	Status:		Passed	
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:** 1. SSMP Internal Audit FY14

Date	Ver.	Action By	Action	Result
11/4/2014	1	City Council	approved on the Consent Agenda	

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

A handwritten signature in dark ink, appearing to read "Paul Navazio", is positioned above the printed name and title.

Paul Navazio
City Manager

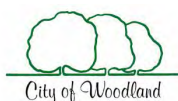
Attachment: Sewer System Management Plan Audit for FY 13/14

Attachment x-3:

SSMP Change Log

City of Woodland
Sewer System Management Plan
Change Log

Date	SSMP Element/ Section	Description of Change/Revision Made	Change Authorized By:



xi Communication Program

SWRCB Requirement:

*The Enrollee shall **communicate on a regular basis with the public** on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.*

*The Enrollee shall also create a plan of **communication with systems** that are tributary and/or satellite to the Enrollee's sanitary sewer system.*

Taken from SWRCB GWDR Order No. 2006-0003 adopted May 2, 2006.

Background

This section of the SSMP outlines the elements of the City's plan of communication with the public on the development, implementation, and performance of the SSMP. Communication between the City and various public stakeholders will ensure that programs and activities will be both implemented and augmented on an ongoing basis so as to provide a maximum benefit and level of service to stakeholders. The dissemination of information regarding the SSMP and the solicitation of public comment will ensure that potential disputes between the City and various stakeholders are recognized in advance of the implementation of programs or activities affecting stakeholders. Thus, the communication program will help the City and stakeholders to create solutions to disputes and implement SSMP programs with minimal delay and conflict. This section fulfills the requirements of the GWDR SSMP mandatory element xi.

Element XI. Communication Program

xi-a. Plan of Communication with Public

Requirement	The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.								
Discussion	The Administration Clerk and IT Technician have been designated by the City as the individuals responsible for coordinating the implementation and operation of the SSMP public communication program. The City website will be the most prevalent communication tool used by the City. The City will create an SSMP link from the Public Works Department page. This link will feature sub-links to the issues and topics outlined in the communication program schedule including the SSMP and SSMP Audits.								
Related Documents	o None								
Plan & Schedule	<table><tr><th>Task</th><th>Responsible Party</th><th>Scheduled Date</th></tr><tr><td>Continuously perform and document completion of the public communication tasks outlined in the communication program schedule.</td><td>Administration Clerk / IT Technician</td><td>Continuously</td></tr></table>	Task	Responsible Party	Scheduled Date	Continuously perform and document completion of the public communication tasks outlined in the communication program schedule.	Administration Clerk / IT Technician	Continuously		
Task	Responsible Party	Scheduled Date							
Continuously perform and document completion of the public communication tasks outlined in the communication program schedule.	Administration Clerk / IT Technician	Continuously							

Element XI. Communication Program

xi-b. Plan of Communication with Satellite Collection Systems

Requirement	The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.
Discussion	The City of Woodland investigated the potential satellite system status of the following facilities: ➤ Woodland Community College ➤ Yolo County Jail Neither facility has more than a mile of sewer pipe. If such a facility exists the below are the following procedures: The first communication step is for the Wastewater Systems Administrator to above facilities to determine if they own and operate more than a mile of contact the pipe. The City sends potential satellite facilities an inquiry letter that discusses the GWDR and requires a response to determine the size of the facility's sewer collection system, and the facility's current level of compliance with the GWDR. An inquiry letter sent to the Yolo County Jail is included in Attachment xi-1. If a subject facility is found to own and operate more than a mile of sewer collection system pipe, the Superintendent will contact the utility manager of the facility to make him or her aware that the facility requires a separate SSMP. The Superintendent will provide the potential satellite facility with information about the SSMP process, including the purpose of the document, the location of basic information on the internet, and how to submit a NOI for coverage under the GWDRs so that the facility can get started generating their own SSMP. The Superintendent may create a sewage acceptance or service agreement and get it signed by the utility manager of the satellite facility, if an agreement or contract is not already in place. The agreement will outline the mutual expectations regarding maintenance, operation, and management procedures specific to the SSMPs used by both the City and the satellite facility, and may establish specific discharge requirements for the satellite facility. As part of the satellite facility's SSMP or service agreement with the City, a plan of communication between the City and satellite facility will be put into place. The communication plan will consist of the following activities:

Element XI. Communication Program

Related Documents

- Inclusion of City Public Works contact information in the satellite facility's SSO chain of communication so the City is aware of any SSOs.
 - Inclusion in the satellite facility's SECAP section of a required review of proposed sewer collection system improvements or expansions by the City's Utilities Engineering Division.
 - Annual meeting of Wastewater Systems Administrator and satellite facility utility manager(s) to review performance indicator tracking results, share strategies for improving performance, or coordinate O&M or FOG control activities.
 - The City will keep on-hand the latest version of the satellite facility's SSMP, and the satellite facility will keep a copy of the latest City SSMP. Both agencies will send updated copies when updates occur through the auditing process.
- o Attachment xi-1: Yolo County Jail Inquiry of Sewer Collection System

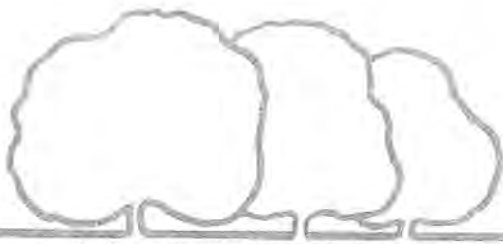
Element XI. Communication Program

Plan & Schedule

Task	Responsible Party	Scheduled Date
Determine if any facilities own and operate more than 1 mile of sewer collection system piping.	O&M Superintendent	On-going
Compose sewage acceptance agreements if necessary with newly identified satellite facilities.	O&M Superintendent	If occurs, within five months
Communicate with utility managers of any satellite facilities to negotiate and sign sewage acceptance agreements, and to review satellite facility SSMPs as they are being written to ensure they include the items discussed above.	O&M Superintendent	If occurs, within five months
Hold annual performance indicator review meeting with satellite facility utility manager(s).	O&M Superintendent	If occurs, Annually

Attachment xi-1:

Yolo County Jail Inquiry of
Sewer Collection System



City of Woodland

Public Works Department

655 N Pioneer Avenue • Woodland, CA 95776-6112 • Telephone: 530-661-5962 • FAX: 530-661-1290 • www.cityofwoodland.org

March 16, 2009

Jail Commander Captain Larry Cecchetti
c/o Yolo Co Jail-
(Monroe Detention Center and
Leinberger Minimum Security Facility)
2420 E Gibson Rd
Woodland CA 95776

RECEIVED

MAR 24 2009

GENERAL SERVICES

Subject: City of Woodland SSMP
Inquiry of Private Sewer Collection System Regulatory Compliance Status

Dear Captain Cecchetti,

We are writing to inform you of a recent regulation implemented by the State Water Resources Control Board (SWRCB) regarding sewer collection systems that may affect your institution. Discharge of pollutants to California waterways is regulated by the SWRCB. The SWRCB regulates and monitors discharges from sources such as industries, municipal wastewater treatment plants, agriculture, and storm water. A webpage address for the SWRCB is provided below in case you would like more detailed information about the Board.

<http://www.swrcb.ca.gov/>

In 2006, the SWRCB found that unintended discharges from sewer collection systems to waterways of the State were having a significant negative effect on public water quality. The SWRCB had been finding numerous sanitary sewer overflow (SSO) discharges from public sewer systems over a number of years, consisting of spills from sewer manholes and sewer pump stations due to inadequate maintenance and management of the systems.

In response to the unacceptable level of SSOs occurring on a consistent basis across the State, the SWRCB developed a statewide Waste Discharge Requirement (WDR) requiring development of detailed sewer system management plans (SSMPs) by every public agency owning and operating more than one mile of sewer system pipe. The SSMPs are required to address eleven specific components (see SSMP development schedule below) of sewer system management, operation, and maintenance with the overall goal of reducing the occurrence of SSOs. In addition, each agency is required to submit for coverage under the general permit and report all SSOs to the SWRCB using a new web-based reporting system and database. The SWRCB makes information on all SSOs reported in the State available on the webpage listed below.

http://gistest.waterboards.ca.gov/webmap/sso_pub.html

The SWRCB regulation regarding SSMP development was officially enacted on May 2, 2006 and requires SSMP development by all applicable public agencies according to the schedule shown below;

Sewer System Management Plan (SSMP) Time Schedule				
Task and Associated WDR (Waste Discharge Regulation) Section	Completion Date			
	Population > 100,000	Population Between 100K and 10K	Population Between 10K and 2,500	Population < 2,500
SSMP Development Plan and Schedule	August 2, 2007	November 2, 2007	February 2, 2008	May 2, 2008
Goal	November 2, 2007	November 2, 2007	May 2, 2008	May 2, 2008
Organization				
Legal Authority				
Operation and Maintenance Program	November 2, 2008	May 2, 2009	November 2, 2009	February 2, 2010
Overflow Emergency Response Program				
FOG Control Program				
Design and Performance Provisions	May 2, 2009	August 2, 2009	May 2, 2010	August 2, 2010
System Evaluation and Capacity Assurance Plan				
Monitoring and Program Modification				
Program Audits				
Communication Program				
Final SSMP				

The City of Woodland has recently developed its SSMP. We are contacting you because your facility may be served by a sewer collection system that is owned and operated specifically by your organization (not by the City of Woodland) and includes more than one mile of pipe that discharges into the City's sewer collection system. If your organization is a public agency (state and federal agencies, cities, counties and special districts) that owns more than one mile of sewer collection system piping, you are subject to the WDR and therefore must develop your own system specific SSMP.

You may already be aware of this regulation and are taking steps to comply with it. However, we are contacting all potentially affected facilities, which are satellite to the City of Woodland Wastewater Collection System, to determine the status of their compliance with the WDR. Please respond by checking the statement on the following page that best describes your status with respect to the WDR. After marking the appropriate box, please return the original signed copy with any comments you feel the City should be aware of with respect to your compliance effort. Send to:

City of Woodland Public Works Department
Attention: SSMP Public Notification Compliance Officer
655 N. Pioneer Ave
Woodland, CA 95695

City of Trees

Current WDR Compliance Status

- ☒ Your organization or facility does not own more than one mile of sewer system piping and is therefore not subject to the WDR
- ☐ Your organization or facility is not considered a public entity, and is therefore not subject to the WDR
- ☐ Your organization or facility does own more than one mile of sewer system piping, is aware of the WDR, and is taking action by developing an SSMP
- ☐ Your organization or facility does own more than one mile of sewer system piping and was unaware of WDR requirement

If your status is "c" above, please provide a description of your compliance activities completed to date:

If you are unsure whether or not your organization owns more than one mile of sewer system piping, you should gather facility plans and attempt to make that determination. If you have any questions or concerns identifying the current status of your organization with respect to the WDR, please do not hesitate to contact me and we can discuss further.

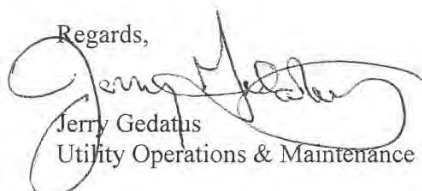
Please provide your signature and the date in the space provided below certifying your response.


Signature

3-25-05
Date

Ray Groom
General Services Director
Yolo County X8120
Print Name

Please note that non-response to this letter will be viewed as a certification by the recipient that they are in full compliance with the WDRs. A non-response to this letter may result in a follow-up phone call or in-person visit by a representative of the City's Public Works Department.

Regards,

Jerry Gedatus
Utility Operations & Maintenance Superintendent

Legislation Text

File #: 14-791, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Approval of Final Map 4818 Heritage Park Phase 2, Related Subdivision Improvement Agreement, and Summary Abandonment of a portion of Zane Drive.

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, a Resolution of the City Council 1) approving Final Map 4818 Heritage Park Phase 2; 2) approving the related Subdivision Improvement Agreement and authorizing City Manager to sign on behalf of the City; and 3) authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time.

It is further recommended that the City Council adopt Resolution No. _____; 1) Approving summary vacation for excess right-of-way along a portion of Zane Drive; and 2) authorize the City Manager to sign the quitclaim deed on behalf of the City.

Staff Contact

Bruce D. Pollard, (530) 661-5820, bruce.pollard@cityofwoodland.org

Fiscal Impact

This project's processing costs were covered by fees. In addition, at build-out, the 24 lots are estimated to generate approximately \$500,000 in development impact fees.

Background

On February 17, 2004, the City Council approved the 41.2 acre Russell Ranch North East Map No. 4650 and Development Agreement, consisting of 140 single-family lots.

The Developer, Meritage Homes of California, has completed all conditions required for the last portion of tentative map No. 4650 (24 lots), and is requesting that the City approve Final Subdivision Map (SM) No. 4818, Heritage Park Phase 2; and the associated Subdivision Improvement Agreement. The Developer also is requesting that the City vacate and quitclaim a small portion of existing dedicated right of way. This is necessary to address a change in alignment for Zane Drive which was already dedicated (but not built) as part of another project.

In order to accelerate project construction, the City processed an Improvement Agreement on March 3 that allowed the contractor to begin construction prior to approval of the final map. Construction of the subdivision is already underway.

Discussion

The map, improvement plans, and related documents have been reviewed by staff and found to be technically correct and consistent with the tentative map, project development agreement, and conditions of approval. This map includes the abandonment and rededication of right of way on Zane Drive so that the final constructed road is coincidental with the right of way.

The Subdivision Improvement Agreement, Quitclaim Deed, and location map are provided as attachments to this report. Under the Subdivision Map Act, the City is required to approve the final map once all conditions have been met and securities have been posted.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, a Resolution of the City Council 1) approving Final Map 4818 Heritage Park Phase 2; 2) approving the related Subdivision Improvement Agreement and authorizing City Manager to sign on behalf of the City; and 3) authorizing the City Manager to approve amendments to the Subdivision Improvement Agreement for the extension of time.

It is further recommended that the City Council adopt Resolution No. _____; 1) Approving summary vacation for excess right-of-way along a portion of Zane Drive and Avenue; and 2) authorize the City Manager to sign the quitclaim deed on behalf of the City.

Prepared by: Bruce D. Pollard, Senior Civil Engineer

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



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution Approving the Map

Attachment B - Resolution Approving Summary vacation of Right of Way

Attachment C - Subdivision Improvement Agreement

Attachment D - Location Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING FINAL MAP 4818 AND A SUBDIVISION IMPROVEMENT
AGREEMENT WITH MERITAGE HOMES OF CALIFORNIA FOR CONSTRUCTION
OF SUBDIVISION IMPROVEMENTS**

WHEREAS, on February 17, 2004 the City of Woodland approved the Heritage Northeast Tentative Map No. 4650, with map conditions of approval and a Development Agreement; and

WHEREAS, Meritage Homes of CA, has completed the conditions of approval and has filed a final map for 24 lots; and

WHEREAS, the City of Woodland has reviewed the map and determined that it is technically correct and that the conditions of approval have been met; and

WHEREAS, the City Council wishes to approve Final Map 4818, Heritage Park Phase 2, a portion of tentative map 4650, and the associated Sub Division Improvement Agreement 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 Final Map 4818, Heritage Park Phase 2 and directs the City Clerk to sign the map and for the City Engineer to forward the map to the County Assessor.

Section 2. The City Council hereby approves the Subdivision Improvement Agreement. The City Manager is hereby authorized and directed to execute the Agreement, and is authorized to amend the agreement to grant extensions to the agreement if necessary.

Section 3. A copy of the Subdivision Improvement 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 _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF WOODLAND CITY COUNCIL APPROVING
SUMMARY VACATION OF A PORTION OF A CITY OWNED PARCEL**

WHEREAS, The City of Woodland currently owns a road right of way for Zane Drive that exceeds the amount needed for operation of the roadway and pedestrian facilities; and

WHEREAS, The adjacent property owner, Meritage Homes of CA, has requested realignment of Zane Drive as part of Final Map 4818 Heritage Park Phase 2; and

WHEREAS, the right-of-way has not been used for the purpose it was acquired; and

WHEREAS, the City has determined that a certain amount of the right-of-way will not be needed in the future; and

WHEREAS, a legal description of this excess land has been prepared by an engineer licensed to prepare legal descriptions in the State of California and the legal description is attached and incorporated into this resolution by reference;

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

Section 1. The City Council of the City of Woodland in accordance with chapter 8335 of the Streets and Highway Code does summarily vacate the land as described in the attached legal description.

Section 2. The City Council hereby authorizes the City Manager to execute the related Quitclaim Deed for the property to Meritage Homes of CA, the adjacent property owner.

PASSED AND ADOPTED this _____ day of _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:

CITY OF WOODLAND
300 First Street
Woodland, California 95695
ATTN: City Clerk

(Exempt from Filing Fees – Government Code § 6103)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SUBDIVISION IMPROVEMENT AGREEMENT
FOR COMPLETION OF PUBLIC IMPROVEMENTS
SUBDIVISION MAP NO. 4818

between

THE CITY OF WOODLAND
a California municipal corporation

and

MERITAGE HOMES OF CALIFORNIA
A CALIFORNIA CORPORATION

SUBDIVISION IMPROVEMENT AGREEMENT
FOR COMPLETION OF PUBLIC IMPROVEMENTS

SUBDIVISION MAP NO. 4818

I. PARTIES AND DATE

This Subdivision Improvement Agreement for the Completion of Public Improvements ("Agreement") is entered into as of this ____ day of _____, 2015, by and between the CITY OF WOODLAND, a California municipal corporation ("City") and Meritage Homes of California, a California corporation, with its principal office located at 1671 E. Monte Vista Avenue, Vacaville, California ("Developer"). City and Developer are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

II. RECITALS

A. Developer's tentative parcel map for real property located within City, a legal description of which is attached hereto as Exhibit "A" ("Property"), was conditionally approved by the Woodland City Council on March 23, 2004. The tentative subdivision map is identified in City records as Parcel Map No. 4650 ("Map").

B. Developer is the owner of Property, and Developer proposes to do and perform certain work of improvement thereon as set forth in this Agreement.

C. Developer has submitted and requests approval of Final Map No. 4818, which relates, in whole or in part, to the subdivision proposed by Developer's Map for the Property.

D. Developer has not completed all of the work or made all of the public improvements required by Chapter 21 of the Woodland Municipal Code, the Subdivision Map Act (California Government Code Section 66410, et seq.) ("Map Act"), the conditions of approval for the Map, or other ordinances, resolutions, or policies of City requiring construction of improvements in conjunction with the subdivision of land.

E. Pursuant to Chapter 21 of the Woodland Municipal Code and the applicable provisions of the Map Act, Developer and City enter into this Agreement for the timely construction and completion of the public improvements and the furnishing of the security therefor, acceptable to the City Engineer and City Attorney, for the Map.

F. Developer's execution of this Agreement and the provision of the security are made in consideration of City's approval of the final map for the Property.

G. The development of the Property is also subject to the terms and conditions of a development agreement, approved by the Woodland City Council on March 23, 2004.

III. TERMS

1.0 Effectiveness. This Agreement shall not be effective unless and until all four of the following conditions are satisfied: (a) Developer provides City with security of the type and in the amounts required by this Agreement; (b) Developer executes and records this Agreement in the Recorder's Office of the County of Yolo; (c) the City Council of the City of Woodland ("City Council") approves the final map for the Property; and (d) Developer records the final map for the Property in the Recorder's Office of the County of Yolo. If any of the above described conditions are not satisfied, this Agreement shall automatically terminate without need of further action by either City or Developer, and Developer may not thereafter record the final map for the Property.

1.1 Definitions. For purposes of enforcing this Agreement, the term "City" shall include, but shall not be limited to, City Council, Public Works Director, City Engineer, Community Development Director, Building Official, or any of their authorized representatives. City shall have the sole and absolute discretion to determine which public body, public official, or public employee may act on behalf of City for any particular purpose.

2.0 Public Improvements. Developer shall construct or have constructed at its own cost, expense, and liability all improvements required by City as part of the approval of the Map, including, but not limited to, all grading, roads, paving, curbs and gutters, pathways, storm drains, sanitary sewers, utilities, drainage facilities, traffic controls, landscaping, street lights, and all other required facilities as shown in detail on the plans, profiles, and specifications which have been prepared by or on behalf of Developer for the Map ("Public Improvements"). The Public Improvements are more specifically described in Exhibit "B," which is attached hereto and incorporated herein by this reference. Construction of the Public Improvements shall include any transitions and/or other incidental work deemed necessary for drainage or public safety. Developer shall be responsible for the replacement, relocation, or removal of any component of any utility system or public improvement in conflict with the construction or installation of the Public Improvements. Such replacement, relocation, or removal shall be performed to the complete satisfaction of the City Engineer and the owner of such utility system or public improvement. Developer further promises and agrees to provide all equipment, tools, materials, labor, tests, design work, and engineering services necessary or required by City to fully and adequately complete the Public Improvements.

2.1 Prior Partial Construction of Public Improvements. Subject to Section 2.3, herein, where construction of any Public Improvements has been partially completed prior to the execution of this Agreement, Developer agrees to complete such Public Improvements or ensure their completion in accordance with this Agreement.

2.2 Permits; Notices; Utility Statements. Prior to commencing any work, Developer shall, at its sole cost, expense, and liability, obtain all necessary permits and licenses and give all necessary and incidental notices required for the lawful construction of the Public Improvements and performance of Developer's obligations under this Agreement. Developer

shall conduct the work in full compliance with the regulations, rules, and other requirements contained in any permit or license issued to Developer. Prior to commencing any work, Developer shall file a written statement with the City Clerk and the City Engineer, signed by Developer and each utility that will provide utility service to the Property, attesting that Developer has made all deposits legally required by the utility for the extension and provision of utility service to the Property.

2.3 Pre-approval of Plans and Specifications. Developer is prohibited from commencing work on any Public Improvement until all plans, specifications, estimates, and bonds for such Public Improvement have been submitted to and approved by the City Engineer, or his/her authorized designee. Approval by the City Engineer shall not relieve Developer from ensuring that all Public Improvements conform with all other requirements and standards set forth in this Agreement.

2.4 Quality of Work; Compliance With Laws and Codes. The construction plans and specifications for the Public Improvements shall be prepared in accordance with all applicable federal, state, and local laws, ordinances, regulations, codes, standards, and other requirements. The Public Improvements shall be completed in accordance with all approved maps, conditions, plans, specifications, standard drawings, and special amendments thereto on file with City, as well as all applicable federal, state, and local laws, ordinances, regulations, codes, standards, and other requirements applicable at the time work is actually commenced.

2.5 Standard of Performance. Developer and its contractors, if any, shall perform all work required to construct the Public Improvements under this Agreement in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Developer represents and maintains that it or its contractors shall be skilled in the professional calling necessary to perform the work. Developer warrants that all of its employees and contractors shall have sufficient skill and experience to perform the work assigned to them, and that they shall have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the work, and that such licenses, permits, qualifications, and approvals shall be maintained throughout the term of this Agreement.

2.6 Alterations to Improvements. The Public Improvements in Exhibit "B" are understood to be only a general designation of the work and improvements to be done, and not a binding description thereof. All work shall be done and improvements made and completed as shown on approved plans and specifications, and any subsequent alterations thereto. If during the course of construction and installation of the Public Improvements it is determined that the public interest requires alterations in the Public Improvements, Developer shall undertake such design and construction changes as may be reasonably required by City. Any and all alterations in the plans and specifications and the Public Improvements to be completed may be accomplished without giving prior notice thereof to Developer's surety for this Agreement.

2.7 Superintendence by Developer. Developer shall require each contractor and subcontractor to have a competent foreperson on the job at all times when that contractor or subcontractor, or any employee or agent thereof, is performing work on the Required Improvements. Developer will provide a competent construction manager that is responsible for the entire work. Each contractor or subcontractor shall contractually report to the construction manager, either directly or through a subcontract. At a minimum, the construction manager shall be onsite 2-3 times/week and will be available to attend weekly jobsite meetings with the City. The construction manager shall be immediately available by phone during hours when construction is in progress and shall be available in person within two hours when requested by the City. The construction manager shall coordinate the work such that construction and the associated inspection happen in an efficient manner. Before starting work on the Required Improvements, each contractor and subcontractor shall submit in writing the name of the proposed foreperson, who shall be subject to the review and approval of City. Following approval by City, each foreperson shall be present at the work site at all times that any work is in progress and at any time that any employee of the contractor or subcontractor is present at the work site. Should a contractor or subcontractor desire to change its foreperson, it shall provide the information specified above and obtain City's prior written approval. City, in its sole and absolute discretion, may require any contractor or subcontractor to replace its foreperson provided that City gives the contractor or subcontractor at least forty-eight hours written notice.

Developer shall, at all times, enforce strict discipline and good order among its employees and those of its subcontractors and shall not employ any unfit person or anyone not skilled in the assigned task. If any person employed by Developer, contractor or subcontractor fails or refuses to carry out the directions of the City or appears to the City, in its sole and absolute discretion, to be incompetent or to act in a disorderly or improper manner, such person shall be removed from the project immediately upon request by the City, and such person shall not again be employed on the work. Such removal shall not be the basis for any claim of compensation or damages against the City.

In addition, Developer shall maintain an office with a telephone and Developer or a person authorized to make decisions and to act on Developer's behalf in Developer's absence shall be available to be on the job within three (3) hours of being called at such office by the City, during the hours of 9:00 a.m. through 5:00 p.m., Monday through Friday, or any other day or time when work is being performed on the Required Improvements. Developer shall also provide City with a telephone number, at which Developer, or its representative, shall be available twenty-four (24) hours a day in the event of an emergency.

3.0 Maintenance of Public Improvements and Landscaping Prior to Acceptance by City. City shall not be responsible or liable for the maintenance or care of the Public Improvements until City approves and accepts them. City shall exercise no control over the Public Improvements until accepted. Any use by any person of the Public Improvements, or any portion thereof, shall be at the sole and exclusive risk of Developer at all times prior to City's

acceptance of the Public Improvements. Developer shall maintain all the Public Improvements in a state of good repair until they are completed by Developer and approved and accepted by City, and until the security for the performance of this Agreement is released.

Maintenance shall include, but shall not be limited to: repair of pavement, curbs, gutters, sidewalks, signals, parkways, water mains, and sewers; maintaining all landscaping in a vigorous and thriving condition reasonably acceptable to City; removal of debris from sewers and storm drains; and sweeping, repairing, and maintaining in good and safe condition all streets and street improvements. Developer shall cause the sweeping of streets to occur weekly at a minimum. Developer shall perform additional street sweeping work as necessary depending on construction activities or as required by, and at the direction of, the City Engineer. It shall be Developer's responsibility to initiate all maintenance work, but if it shall fail to do so, it shall promptly perform such maintenance work when notified to do so by City. If Developer fails to properly prosecute its maintenance obligation under this Section, City may do all work necessary for such maintenance and the cost thereof shall be the responsibility of Developer and its surety under this Agreement. City shall not be responsible or liable for any damages or injury of any nature in any way related to or caused by the Public Improvements or their condition prior to acceptance.

4.0 Construction Schedule. Unless extended pursuant to this Section of this Agreement, Developer shall fully and adequately complete or have completed the Public Improvements by _____, 20__ or before any certificates of occupancy are issued for any lots within the Property, whichever is earlier. At least fifteen (15) days prior to the commencement of such work, Developer shall notify the City Engineer in writing of the date fixed by Developer for commencement of the work.

4.1 Extensions. Time is of the essence with regard to this Agreement. The City Council may, in its sole and absolute discretion, provide Developer with additional time within which to complete the Public Improvements. Requests for extension of time shall be in writing and shall be delivered to City in the manner hereinafter specified for service of notices. An extension of time, if any, shall be granted only in writing, and an oral extension shall not be valid or binding on City.

It is understood that by providing the security required by this Agreement, Developer and its surety consent in advance to any extension of time as may be given by City to Developer and waive any and all right to notice of such extension(s). Developer's acceptance of an extension of time granted by City shall constitute a waiver by Developer and its surety of all defenses of laches, estoppel, statutes of limitations, and other limitations of action in any action or proceeding filed by City following the date on which the Public Improvements were to have been completed hereunder.

In addition, as consideration for granting such extension to Developer, City reserves the right to review the provisions of this Agreement, including, but not limited to, the construction standards, the cost estimates approved by City, and the sufficiency of the

improvement security provided by Developer, and to require adjustments thereto when warranted according to City's reasonable discretion.

4.2 Accrual of Limitations Period. Any limitations period provided by law related to breach of this Agreement or the terms thereof shall not accrue until Developer has provided the City Engineer with written notice of Developer's intent to abandon or otherwise not complete required or agreed upon Public Improvements.

5.0 Grading. Developer agrees that any and all grading done or to be done in conjunction with construction of the Public Improvements or development of the Property shall conform to all federal, state, and local laws, ordinances, regulations, and other requirements including, without limitation, City's grading regulations, the National Pollutant Discharge Elimination Systems (NPDES), and stormwater regulations thereunder as administered by the State Water Resources Control Board and Regional Water Quality Control Boards. In order to prevent damage to the Public Improvements by improper drainage or other hazards, the grading shall be completed in accordance with the time schedule for completion of the Public Improvements established by this Agreement, and prior to City's approval and acceptance of the Public Improvements and release of the Security as set forth in this Agreement. Developer further agrees that the indemnification as set forth in this Agreement shall extend to and include any and all grading contemplated by this Agreement, including but not limited to, any partial or rough grading work.

6.0 Utilities. Developer shall assume all costs for and shall provide utility services, including water, power, gas, and telephone service to serve each parcel, lot, or unit of land within the Property in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the regulations, schedules, and fees of the utilities or agencies providing such services. Except for commercial or industrial properties, Developer shall also provide cable television facilities to serve each parcel, lot, or unit of land in accordance with all applicable federal, state, and local laws, rules, and regulations, including, but not limited to, the requirements of the cable company possessing a valid franchise with City to provide such service within City's jurisdictional limits. All utilities shall be installed underground, unless otherwise approved by the City Council or the Planning Commission of the City of Woodland, or by any other state or federal laws or regulations.

7.0 Fees and Charges. Developer shall, at its sole cost, expense, and liability, pay all fees, charges, and taxes arising out of construction of the Public Improvements, including, but not limited to fees for the checking, filing, and processing of improvement plans and specifications and for inspecting the construction of the Public Improvements. These fees must be paid in full prior to approval of the final map and improvement plans. The fees referred to above are not necessarily the only City fees, charges, or other costs that have been or will be imposed on the subdivision and its development, and this Agreement shall in no way exonerate or relieve Developer from paying such other applicable fees, charges, and/or costs.

8.0 City Inspection of Public Improvements. Developer shall, at its sole cost, expense, and liability, and at all times during construction of the Public Improvements, maintain reasonable and safe facilities and provide safe access for inspection by City of the Public Improvements and areas where construction of the Public Improvements is occurring or will occur.

9.0 Default; Notice; Remedies.

9.1 Notice. If Developer neglects, refuses, or fails to fulfill or timely complete any obligation, term, or condition of this Agreement, or if City determines there is a violation of any federal, state, or local law, ordinance, regulation, code, standard, or other requirement, City may at any time thereafter declare Developer to be in default or violation of this Agreement and make written demand upon Developer or its surety, or both, to immediately remedy the default or violation ("Notice"). Developer shall substantially commence the work required to remedy the default or violation within ten (10) days of the Notice. If the default or violation constitutes an immediate threat to the public health, safety, or welfare, City may provide the Notice verbally, and Developer shall substantially commence the required work within twenty-four (24) hours thereof. Immediately upon City's issuance of the Notice, Developer and its surety shall be liable to City for all costs of construction and installation of the Public Improvements and all other administrative costs and expenses.

9.2 Failure to Remedy; City Action. If the work required to remedy the noticed default or violation is not diligently prosecuted to a completion acceptable to City within the time frame contained in the Notice, City may complete all remaining work, arrange for the completion of all remaining work, and/or conduct such remedial activity as in its sole and absolute discretion it believes is required to remedy the default or violation. All such work or remedial activity shall be at the sole and absolute cost, expense, and liability of Developer and its surety, without the necessity of giving any further notice to Developer or surety. City's right to take such actions shall in no way be limited by the fact that Developer or its surety may have constructed any, or none, of the required or agreed upon Public Improvements at the time of City's demand for performance. In the event City elects to complete or arrange for completion of the remaining work and improvements, City may require all work by Developer or its surety to cease in order to allow adequate coordination by City. Notwithstanding the foregoing, if conditions precedent for reversion to acreage can be met and if the interests of City will not be prejudiced thereby, City may also process a reversion to acreage and thereafter recover from Developer or its surety the full cost and expense incurred.

9.3 Other Remedies. No action by City pursuant to this Section of this Agreement shall prohibit City from exercising any other right or pursuing any other legal or equitable remedy available under this Agreement or any federal, state, or local law. City may exercise its rights and remedies independently or cumulatively, and City may pursue inconsistent remedies. City may institute an action for damages, injunctive relief, or specific performance.

9.4 Administrative Costs. If Developer fails to construct and install all or any part of the Public Improvements within the time required by this Agreement, or if Developer fails to comply with any other obligation contained herein, Developer and its surety shall be jointly and severally liable to City for all administrative expenses, fees, and costs, including reasonable attorney's fees and costs, incurred in obtaining compliance with this Agreement or in processing any legal action or for any other remedies permitted by law.

10.0 Acceptance of Improvements; As-Built or Record Drawings. If the Public Improvements are properly completed by Developer and approved by the City Engineer, and if they comply with all applicable federal, state and local laws, ordinances, regulations, codes, standards, and other requirements, the City Council shall be authorized to accept the Public Improvements. The City Council may, in its sole and absolute discretion, accept fully completed portions of the Public Improvements prior to such time as all of the Public Improvements are complete, which shall not release or modify Developer's obligation to complete the remainder of the Public Improvements within the time required by this Agreement. Upon the total or partial acceptance of the Public Improvements by City, the City Clerk shall file with the Recorder's Office of the County of Yolo, a notice of completion for the accepted Public Improvements in accordance with California Civil Code Section 9204, at which time the accepted Public Improvements shall become the sole and exclusive property of City without payment therefor.

Title to and ownership of the Public Improvements constructed under this Agreement shall vest absolutely in City upon completion and acceptance in writing of such Public Improvements by City.

Issuance by City of occupancy permits for any buildings or structures located on the Property shall not be construed in any manner to constitute City's acceptance or approval of any Public Improvements. Notwithstanding the foregoing, City may not accept any Public Improvements unless and until Developer provides one (1) set of "as-built" or record drawings or plans to the City Engineer for all such Public Improvements. The drawings shall be certified and shall reflect the condition of the Public Improvements as constructed, with all changes incorporated therein.

11.0 Security; Surety Bonds. Prior to execution of this Agreement, Developer shall provide City with surety bonds in the amounts and under the terms set forth below ("Security"). Nothing in this Section is intended to prevent City, in its sole discretion, from requiring Developer to submit, or prevent Developer from submitting, security in a form other than bonds that may be allowed under California Government Code Section 66499, et seq. and Chapter 21 of the Woodland Municipal Code, and acceptable to City. The amount of the Security shall be based on the City Engineer's approximation of the actual cost to construct the Public Improvements, including the replacement cost for all public landscaping ("Estimated Costs"). If City determines, in its sole and absolute discretion, that the Estimated Costs have changed, Developer shall adjust the Security in the amount requested by City. Developer's compliance with this Section shall in no way limit or modify Developer's indemnification obligation under this Agreement.

11.1 Faithful Performance Bond. To guarantee the faithful performance of the Public Improvements and all the provisions of this Agreement, to protect City if Developer is in default as set forth in Section 9.0, *et seq.*, of this Agreement, and to secure Developer's one-year guarantee and warranty of the Public Improvements, including the maintenance of all landscaping in a vigorous and thriving condition, Developer shall provide City a faithful performance bond in the amount of Five Hundred Eighty-four Thousand, One Hundred Thirty-three Dollars (\$584,133.00), which sum shall be not less than one hundred percent (100%) of the Estimated Costs. The City may, in its sole and absolute discretion, partially release a portion or portions of the security provided under this section as the Public Improvements are accepted by City, as provided under Section 13.0 herein, provided that Developer is not in default on any provision of this Agreement or condition of approval for the Map, and the total remaining security is not less than twenty-five percent (25%) of the Estimated Costs. All security provided under this section shall be released at the end of the Warranty period (as defined below), or any extension thereof as provided in Section 13.3 of this Agreement, provided that Developer is not in default on any provision of this Agreement or condition of approval for the Map.

11.2 Labor and Material Bond. To secure payment to the contractors, subcontractors, laborers, material men and other persons furnishing labor, materials, or equipment for performance of the Public Improvements and this Agreement, Developer shall provide City a labor and materials bond in the amount of Two Hundred Ninety-two Thousand, Sixty-six Dollars and Fifty Cents (\$292,066.50), which sum shall not be less than fifty percent (50%) of the Estimated Costs. The security provided under this subsection may be released by written authorization of the City Engineer after one (1) year or within the time limits established in California Government Code section 66499.7 from the date City accepts the final Public Improvements at the discretion of City. The amount of such security shall be reduced by the total of all stop notice or mechanic's lien claims of which City is aware, plus an amount equal to twenty percent (20%) of such claims for reimbursement of City's anticipated administrative and legal expenses arising out of such claims.

11.3 Guarantee and Warranty Bond. Developer hereby guarantees and warrants all Public Improvements against any defective work or labor done, or defective materials furnished in the performance of this Agreement, including the maintenance of all public landscaping within the Property in a vigorous and thriving condition reasonably acceptable to City, for a period of one (1) year following completion of the work and acceptance by City ("Warranty"). During the Warranty, Developer shall repair, replace, or reconstruct any defective or otherwise unsatisfactory portion of the Public Improvements, in accordance with the current ordinances, resolutions, regulations, codes, standards, or other requirements of City, and to the approval of the City Engineer but shall not be responsible for routine maintenance after acceptance by City. All repairs, replacements, or reconstruction during the Warranty shall be at the sole cost, expense, and liability of Developer and its surety. As to any Public Improvements that have been repaired, replaced, or reconstructed during the Warranty, Developer and its surety hereby agree to extend the Warranty for an additional one (1) year period following City's acceptance of the repaired, replaced, or reconstructed Public Improvements. Nothing herein shall relieve Developer from any other liability it may have under federal, state, or local law to repair,

replace, or reconstruct any Public Improvement following expiration of the Warranty or any extension thereof. Developer's warranty obligation under this Section shall survive the expiration or termination of this Agreement.

Prior to execution of this Agreement, Developer shall provide City with an irrevocable guarantee and warranty bond in the amount of ten percent (10%) of the Estimated Costs of the Work to guarantee and warrant the Work, for a period of one year following its completion and acceptance, against any defective work or labor done, or defective materials furnished, as required by California Government Code Section 66499.3(d). Any unused portion of the guarantee and warranty security shall be released one year after acceptance of the required improvements by the City Council.

11.4 Additional Requirements. The surety for any surety bonds provided as Security shall have a current A.M. Best's rating of no less than A:VIII, shall be authorized to do business in the State of California, and shall be satisfactory to City. As part of the obligation secured by the Security and in addition to the face amount of the Security, Developer or its surety shall secure the costs and reasonable expenses and fees, including reasonable attorneys' fees and costs, incurred by City in enforcing the obligations of this Agreement. Developer and its surety stipulate and agree that no change, extension of time, alteration, or addition to the terms of this Agreement, the Public Improvements, or the plans and specifications for the Public Improvements shall in any way affect its obligation on the Security.

11.5 Evidence and Incorporation of Security. Evidence of the Security shall be provided on the forms set forth in Exhibit "C," unless other forms are deemed acceptable by the City Engineer and the City Attorney, and when such forms are completed to the satisfaction of City, the forms and evidence of the Security shall be attached hereto as Exhibit "C" and incorporated herein by this reference.

12.0 Lien. To secure the timely performance of Developer's obligations under this Agreement, including those obligations for which security has been provided pursuant to this Agreement, Developer hereby creates in favor of City a lien against all portions of the Property not dedicated to City or some other governmental agency for a public purpose. As to Developer's default on those obligations for which security has been provided pursuant to this Agreement, City shall first attempt to collect against such security prior to exercising its rights as a contract lienholder under this Section.

13.0 Indemnification. Developer shall defend (with counsel reasonably satisfactory to the City Attorney), indemnify, and hold harmless City, its elected officials, officers, employees, agents, and volunteers from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, or injury, to property or persons, including wrongful death, whether imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, or willful misconduct of Developer, its personnel, employees, agents, or contractors in connection with or arising out of construction or maintenance of the Public Improvements, or performance of this

Agreement. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of City, its elected officials, officers, employees, and/or agents for all legal expenses and costs incurred by each of them. This indemnification excludes only such portion of any claim, demand, cause of action, liability, loss, damage, penalty, fine, or injury, to property or persons, including wrongful death, which is caused solely and exclusively by the negligence or willful misconduct of City as determined by a court or administrative body of competent jurisdiction. Developer's obligation to indemnify shall survive the expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Agency, its elected officials, officers, employees, agents, or volunteers.

14.0 Insurance.

14.1 Types; Amounts. Developer shall procure and maintain, and shall require its contractors and subcontractors to procure and maintain, during construction of any Public Improvement pursuant to this Agreement, insurance of the types and in the amounts described below ("Required Insurance") and without limiting the indemnity provisions of this Agreement. If any of the Required Insurance contains a general aggregate limit, such insurance shall apply separately to this Agreement or be no less than three times the specified occurrence limit. For purposes of this Section 14.0, et seq., the "indemnified parties" shall mean City, its elected officials, officers, employees, agents, and volunteers, as described in this Agreement. The Required Insurance shall contain standard separation of insureds provisions, and shall contain no special limitations on the scope of its protection to City, its elected officials, officers, employees, agents, and volunteers.

14.1.1 Commercial General Liability. Developer, its contractors and subcontractors shall procure and maintain Commercial General Liability Insurance that affords coverage at least as broad as the latest version of Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least One Million Dollars (\$1,000,000.00) per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; (4) cross liability exclusion for claims or suits by one insured against another; or (5) explosion, collapse, or underground hazard (XCU).

14.1.2 Automobile Liability. Developer and its contractors and subcontractors shall procure and maintain automobile liability insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) and minimum limits of One Million Dollars (\$1,000,000.000) each accident. Such insurance shall include coverage for the ownership, operation, maintenance, use, loading, or unloading of any vehicle owned, leased, hired, or borrowed by the insured or for which the insured is responsible. If Developer does not own any company vehicles and if requested by City, this requirement may be satisfied by providing a non-owned auto endorsement to the Commercial General Liability policy.

14.1.3 Workers' Compensation. Developer, its contractors and subcontractors shall procure and maintain workers' compensation insurance with limits as required by the Labor Code of the State of California and Employers' Liability Insurance of not less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and disease.

14.1.4 Professional Liability. If applicable to this Agreement and required by City, for any consultant or other professional who will engineer or design the Public Improvements, professional liability insurance for errors and omissions with limits not less than One Million Dollars (\$1,000,000.00) per occurrence, shall be procured and maintained for a period of three (3) years following completion of the Public Improvements and shall specifically include all work to be performed under the Agreement. If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement, and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination of this Agreement.

14.2 Deductibles. Any deductibles or self-insured retentions must be approved by City in writing and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

14.3 Certificates; Verification. Developer and its contractors and subcontractors shall furnish City with original certificates of insurance and endorsements effecting coverage for the Required Insurance. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by City prior to the execution of this Agreement and before work pursuant to this Agreement can begin. City reserves the right to require complete, certified copies of all required insurance policies at any time.

14.4 Insurer Rating. Unless approved in writing by City, the insurers for all Required Insurance shall have a current A.M. Best rating of at least A:VIII, shall be authorized to do business in the State of California, and shall be satisfactory to City.

14.5 Endorsements.

14.5.1 The Commercial General Liability, Automobile Liability, and Contractors Pollution Liability policies, if the latter is required by City, shall be endorsed as follows:

Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of this Agreement. The "Additional Insured Endorsement" shall be on a form similar to Insurance

Services Office's Endorsement form CG 2010 and contain no other modifications to the policy.

Primary Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

Severability: In the event one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom the claim is made or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced, or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

Duties: Any failure by the named insured to comply with report provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

Applicability: That the coverage provided therein shall apply to the obligations assumed by Developer, its contractors or subcontractors under the indemnity provisions of this Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

14.5.2 The Workers' Compensation policy or policies required by this Agreement shall be endorsed as follows:

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced, or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

14.5.3 The Professional Liability policy or policies required by this Agreement, if required by City, shall be endorsed as follows:

Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced, or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City, except ten (10) days prior written notice shall be allowed for non-payment of premium.

15.0 Signs and Advertising. Developer understands and agrees to City's ordinances, regulations, and requirements governing signs and advertising structures. Developer hereby agrees with and consents to the removal by City of all signs or other advertising structures erected, placed, or situated in violation of any City ordinance, regulation, or other requirement. Removal shall be at the expense of Developer. Developer shall indemnify and hold City free and harmless from any claim or demand arising out of or incident to signs, advertising structures, or their removal.

16.0 Relationship Between the Parties. The Parties hereby mutually agree that neither this Agreement, any map related to the Property, nor any other related entitlement, permit, or approval issued by City for the Property shall operate to create the relationship of partnership, joint venture, or agency between City and Developer. Developer's contractors and subcontractors are exclusively and solely under the control and dominion of Developer. Nothing herein shall be deemed to make Developer, its contractors, or its subcontractors an agent, contractor, or subcontractor of City.

17.0 General Provisions.

17.1 Authority to Enter 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.

17.2 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.

17.3 Construction; References; Captions. It being agreed the Parties or their agents have participated 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 Developer include all personnel, employees, agents, and subcontractors of Developer, 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.

17.4 Notices. All notices, demands, invoices, and written communications shall be in writing and delivered to the following addresses or such other addresses as the Parties may designate by written notice:

CITY:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: City Engineer

DEVELOPER:

Meritage Homes of California
1671 E. Monte Vista Avenue, Suite 214
Vacaville, CA 95688

Depending upon the method of transmittal, notice shall be deemed received as follows: by facsimile, as of the date and time sent; by messenger, as of the date delivered; and by U.S. Mail first class postage prepaid, as of seventy-two (72) hours after deposit in the U.S. Mail.

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

17.6 Waiver. City's failure to insist upon strict compliance with any provision of this Agreement or to exercise any right or privilege provided herein, or City's waiver of any breach of this Agreement, shall not relieve Developer of any of its obligations under this Agreement, whether of the same or similar type. The foregoing shall be true whether City's actions are intentional or unintentional. Developer agrees to waive, as a defense, counterclaim or set off, any and all defects, irregularities or deficiencies in the authorization, execution or performance of the Public Improvements or this Agreement, as well as the laws, rules, regulations, ordinances or resolutions of City with regards to the authorization, execution, or performance of the Public Improvements or this Agreement.

17.7 Assignment or Transfer of Agreement. Developer shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without prior written consent of City. Any attempt to do so shall be null and void, and any assignee, hypothecatee, or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation, or transfer. Unless specifically stated to the contrary in City's written consent, any assignment, hypothecation, or transfer shall not release or discharge Developer from any duty or responsibility under this Agreement. In the event that City consents in writing to such an assignment, any assignee, hypothecatee, or transferee shall expressly

assume Developer's obligations hereunder by a written agreement in a form, and containing such security, as is reasonably acceptable to City.

The agreement, hypothecation, or transfer shall be to the satisfaction of the City Attorney and shall include provisions requiring the assignee to post bonds or submit another form of financial security, satisfactory to City and approved by the City Attorney, to guarantee construction of the Public Improvements. The agreement shall survive the recordation of the Final Map and shall be recorded against each of the proposed lots to inform successors and assigns of the required Public Improvements to be constructed and their time frame for construction.

Following any permitted assignment, hypothecation, or transfer of the Public Improvements as set forth in this Section, City shall release Developer from its obligations so assigned and shall release to Developer any bonds or other security posted to secure the Public Improvements so assigned; provided, however, that City shall not release any security or undertakings given to secure the performance of any of the Public Improvements not assigned, hypothecated, or transferred.

17.8 Binding Effect. Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This Section shall not be construed as an authorization for any Party to assign any right or obligation.

17.9 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

17.10 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.

17.11 Consent to Jurisdiction and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of Yolo, California. Each Party waives the benefit of any provision of state or federal law providing for a change of venue to any other court or jurisdiction including, without limitation, a change of venue based on the fact that a governmental entity is a party to the action or proceeding, or that a federal right or question is involved or alleged to be involved in the action or proceeding. Without limiting the generality of the foregoing waiver, Developer expressly waives any right to have venue transferred pursuant to California Code of Civil Procedure Section 394.

17.12 Attorneys' Fees and Costs. If any arbitration, lawsuit, or other legal action or proceeding is brought by one Party against the other Party in connection with this Agreement

or the Property, the prevailing party, whether by final judgment or arbitration award, shall be entitled to and recover from the other party all costs and expenses incurred by the prevailing party, including actual attorneys' fees ("Costs"). Any judgment, order, or award entered in such legal action or proceeding shall contain a specific provision providing for the recovery of Costs. This Section shall survive the termination or expiration of this Agreement.

17.13 Acquisition and Dedication of Easements or Rights-of-Way. If any of the Public Improvements required by this Agreement are to be constructed on land not within the subdivision or an already-existing public right-of-way, no construction or installation shall be commenced before:

17.13.1 The irrevocable offer of dedication or conveyance to City of appropriate rights-of-way, easements, or other interests in real property, and appropriate authorization from the property owner to allow construction or installation of the Public Improvements or work; or

17.13.2 The issuance of an order of possession by a court of competent jurisdiction pursuant to California's Eminent Domain Law. Developer shall comply in all respects with any such order of possession.

Nothing in this paragraph 17.13 shall be construed as authorizing or granting an extension of time to Developer for completion of the Public Improvements.

17.14 Prevailing Wages. Developer has been alerted to the requirements of California Labor Code section 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements if it is determined that this Agreement constitutes a public works contract. It shall be the sole responsibility of Developer to determine whether to pay prevailing wages for any or all work required by this Agreement. As a material part of this Agreement, Developer agrees to assume all risk of liability arising from any decision not to pay prevailing wages for work required by this Agreement.

17.15 Counterparts. This Agreement may be executed in counterpart originals, which taken together, shall constitute one and the same instrument.

[Signature Page Follows]

CITY OF WOODLAND

**MERITAGE HOMES OF CALIFORNIA
A CALIFORNIA CORPORATION**

By: _____
Tom Stallard, Mayor

By: _____
Signature

Print Name

Title

ATTEST:

(Seal)

By: _____
Ana Gonzalez, City Clerk

By: _____
Signature

Print Name

Title

APPROVED AS TO FORM:

By: _____
Kara Ueda, City Attorney
Best Best & Krieger LLP

NOTE:

ACKNOWLEDGMENT

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF)

On _____, before me, _____, the undersigned notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

ACKNOWLEDGMENT

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me, _____, the undersigned notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY PUBLIC

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

PARCEL/TRACT NO. 042-030-017

**SUBDIVISION NO. 4818 HERITAGE REMAINDER 1
A SUBDIVISION OF APN 042-030-017**

EXHIBIT “B”

LIST OF PUBLIC IMPROVEMENTS

PARCEL NO. 042-030-017

Developer shall perform all work and furnish all materials necessary, in the opinion of the City Engineer and on his/her order, to complete the following Public Improvements in accordance with the plans and specifications on file with City or with any changes required or ordered by the City Engineer which, in his/her opinion, are necessary or required to complete this work.

Developer is required to perform the following Public Improvements under this Agreement:

**Streets, Utilities, Lights, Signing, and appurtenances as shown on the Plans
Heritage Park 2 incorporated into this agreement by reference.**

EXHIBIT "C"

SURETY BONDS AND OTHER SECURITY

PARCEL NO. 042-030-017

As evidence of understanding the provisions contained in this Agreement, and of Developer's intent to comply with same, Developer has submitted the below described security in the amounts required by this Agreement, and has affixed the appropriate signatures thereto:

FAITHFUL PERFORMANCE BOND:

\$ _____

Surety: _____

Attorney-in-fact: _____

Address: _____

PAYMENT BOND:

\$ _____

Surety: _____

Attorney-in-fact: _____

Address: _____

GUARANTEE AND WARRANTY SECURITY BOND:

\$ _____

Surety: _____

Attorney-in-fact: _____

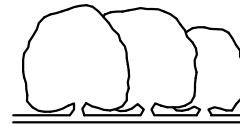
Address: _____

Main Street

East Main Street

City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION



College Street

East Street

Bourne Dr.

To Sacramento →

I-5

Gibson Road



East Gibson Road

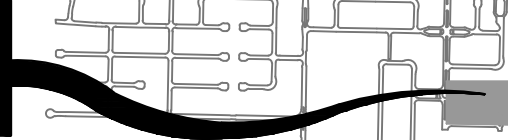
Farmers Central Road

Heritage Parkway

HWY 113
← To Davis

Heritage Park 2

Subdivision #4818



Legislation Text

File #: 14-808, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Award Construction Contract for Douglas Junior High Sewer Realignment Project CIP 15-14; and Approve reallocation of \$190,000 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Douglas Junior High Sewer Realignment Project, CIP 15-14

Recommendation for Action

Staff recommends that the City Council adopt Resolution No. _____ to;

1. Award a construction contract in the amount of \$134,905 to R&R Horn, Inc. for CIP 15-14, Douglas Junior High Sewer Realignment and authorize a contract contingency of up to 15% (\$20,236); and
2. Approve the reallocation of \$190,000 of Sewer Enterprise Funds from CIP 08-21, Annual Sewer Repair and Replacement to CIP 15-14, Douglas Junior High Sewer Realignment Project.

Staff Contact

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

Fiscal Impact

The Douglas Junior High Sewer Realignment Project (CIP 15-14) was authorized to bid on May 19, 2015 with an engineer's construction cost estimate of \$200,000. The proposed contract award, construction contingency, construction management/inspection costs, and staff time result in a total project cost of approximately \$190,000. Staff is requesting that \$190,000 of available Sewer Enterprise Funds be reallocated to the Douglas Junior High Sewer Realignment Project to cover the total project cost.

There are no impacts to the City's General Fund.

Background

Segments of the sewer line at Douglas Junior High School were constructed in 1939 and 1917. Easements were not acquired for the sewer pipes and subsequently, structures were constructed over the pipe. The pipeline has been damaged due to loadings from the structures, causing failure of the pipe and potential for loss of sewer service to the residents. The City is also exposed to a risk of a sanitary sewer overflow and pollution of streets and the stormwater collection system. The project generally involves realigning the sewer pipe to a new sewer easement within the School District's maintenance road.

Discussion

The City advertised for bids on May 22, 2015. On June 10, 2015, the City received 4 bids for CIP 15-14 in the amounts tabulated below:

	CONTRACTOR	BASE BID
1	R&R Horn, Inc.	\$134,905.00
2	C.E. Cox General Engineering	\$152,509.00
3	Bobby Martin Construction, Inc.	\$197,591.00
4	Lamon Construction Company, Inc.	\$258,045.00

The engineer's estimate for the project construction is \$200,000. Staff has performed due diligence in reviewing the bids. R&R Horn, Inc. has been determined to be the low-bidder and has complied with all technical submittal requirements.

Staff is in the process of finalizing the acquisition of a sanitary sewer easement from WJUSD, which includes the new pipeline alignment as well as the existing sewer lines running east-west through the football field to Elm Street. The WJUSD School Board is anticipated to approve the easement at their meeting on July 9th. Pending recordation of the easement, all necessary permits, easements and rights of way will have been acquired to construct the project. The construction contract provides 25 working days for completion of the project which excludes weekends, holidays, delays due to weather and lead time for ordering pipe material. The contract requires all work to be completed by August 14, 2015 so that school operations are not impacted by construction.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____ to;

1. Award a construction contract in the amount of \$134,905 to R&R Horn, Inc. for CIP 15-14, Douglas Junior High Sewer Realignment and authorize a contract contingency of up to 15% (\$20,236); and
2. Approve the reallocation of \$190,000 of Sewer Enterprise Funds from CIP 08-21, Annual Sewer Repair and Replacement to CIP 15-14, Douglas Junior High Sewer Realignment Project.

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A
CONSTRUCTION CONTRACT WITH R&R HORN, INC. IN THE AMOUNT OF \$134,905
FOR CIP 15-14, DOUGLAS JUNIOR HIGH SEWER REALIGNMENT PROJECT.**

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with R&R Horn, Inc. for CIP 15-14, Douglas Junior High Sewer Realignment Project; and

WHEREAS, the City Council wishes to approve a construction contract contingency of up to 15% (\$20,236); and

WHEREAS, the City Council wishes to approve the reallocation of \$190,000 of Sewer Enterprise Funds, at the start of FY2015/2016, from Annual Sewer Repair and Replacement, CIP 08-21 to Douglas Junior High Sewer Realignment Project, CIP 15-14; and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on May 19, 2015; and the City of Woodland advertised for bids on May 22, 2015; and

WHEREAS, on June 10, 2015 the City of Woodland received 4 bids, and R&R Horn, Inc. was determined to be the lowest responsive bidder with a bid of \$134,905; and

WHEREAS, the City Council wishes to approve a Construction Contract with R&R Horn, Inc., and authorize its execution through 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 Construction Contract with R&R Horn, Inc. and approves a fifteen percent construction contingency in the amount of \$20,236. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 2. The City Council hereby authorizes the reallocation of \$190,000 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21 to Douglas Junior High Sewer Realignment Project, CIP 15-14, at the start of Fiscal Year 2015/2016.

Section 3. Copies of the Construction Contract are available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this _____ day of _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Legislation Text

File #: 14-811, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Second reading of proposed ordinance adding Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, “An Ordinance of the City Council of the City of Woodland, California Adding Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service.”

Staff Contact

Ed Wisniewski, Associate Civil Engineer, 661-5975; ed.wisniewski@cityofwoodland.org

Fiscal Impact

There is no fiscal impact related to adoption of the proposed ordinance.

Background

At the June 2, 2015 Council meeting, a public hearing was held, and the City Council introduced and waived the first reading of Ordinance No. _____, an ordinance related to recycled water service. City Council also approved the City of Woodland’s exclusive right to purvey recycled water and operate a Recycled Water Program within the territorial boundaries of the City of Woodland, pursuant to the City’s authority to purvey recycled water under California Water Code Sections 13550 through 13557.

Discussion

The ordinance outlines the rules and regulations developed to govern the distribution of recycled water. The use of water recycled from municipal wastewater is regulated by the California Regional Water Quality Control Board (RWQCB). California Water Code Section 13551 establishes a state policy to encourage the use of recycled water. Permission to use recycled water is based on the ability to adequately treat municipal wastewater. The City of Woodland’s Water Pollution Control Facility (WPCF) currently produces Title 22 tertiary treated effluent which is suitable for a wide variety of uses including industrial processes, cooling, and landscape irrigation.

Conclusion

Staff recommends that the City Council adopt Ordinance No. _____, "An Ordinance of the City Council of the City of Woodland, California Adding Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service."

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

- Attachment A - Proposed Ordinance to be Added to the Municipal Code Related to Recycled Water Service
- Attachment B - Rules and Regulations for the Use of Recycled Water
- Attachment C - Summary of Proposed Recycled Water Ordinance (published in local newspaper)
- Attachment D - Initial Recycled Water User Map

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA ADDING ARTICLE XIV TO
CHAPTER 23C OF THE WOODLAND MUNICIPAL CODE
RELATED TO RECYCLED WATER SERVICE**

WHEREAS, the City of Woodland's potable water supply is subject to ever-increasing demands and more limited supply; and

WHEREAS, the City of Woodland is interested in promoting the most efficient use of water through the use of recycled water by the City's water customers who are able to take and use recycled water; and

WHEREAS, the use of recycled water by the City's potable water customers will help alleviate the demand on the City's limited potable water supplies; and

WHEREAS, the City owns and operates the Water Pollution Control Facility, which currently provides capacity for the treatment of wastewater generated by sewer customers within the City of Woodland; and

WHEREAS, the City of Woodland finds that it is in its best interest to provide the treated effluent from the WPCF to recycled water customer rather than to dispose of it; and

WHEREAS, the City Council of the City of Woodland wishes to amend the Woodland Municipal Code to add Article XIV to Chapter 23C in order to provide for recycled water service.

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

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

Section 2. Addition to the Woodland Municipal Code. Article XIV is hereby added to Chapter 23C of the Woodland Municipal Code, as shown in **Exhibit "A,"** attached hereto and incorporated herein by reference.

Section 3. Severability. If any provision of this Ordinance, or the application thereof, to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 4. Effective Date and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the City of Woodland and County of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and within fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

Exhibit A

City of Woodland Municipal Code
Chapter 23C. Utility Services.
Article XIV. Recycled Water Service

23C-14-1	Policy
23C-14-2	Definitions
23C-14-3	Area and conditions of service
23C-14-4	Application – Fees and deposits
23C-14-5	Findings for approval
23C-14-6	Conditions of approval
23C-14-7	Recycled water service connection and meter charges
23C-14-8	Fees and charges – Delinquency – Disconnection or termination
23C-14-9	Special Contracts
23C-14-10	Operating conditions
23C-14-11	Disconnection and termination
23C-14-12	Impermissible recycled water connections
23C-14-13	Resale of recycled water prohibited
23C-14-14	Design and construction of on-site facilities
23C-14-15	Design and construction of off-site facilities
23C-14-16	Recycled water supervisor
23C-14-17	Conversion of existing facilities
23C-14-18	Connections to potable water system
23C-14-19	Additional restrictions

Sec. 23C-14-1 Policy

It is declared to be the policy of the city to require recycled water to be used in a manner that is in compliance with all applicable laws, ordinances, and regulations that will achieve the following:

1. Extend and enhance local water supplies by using recycled water for nonpotable purposes to free up potable supplies for higher uses;
2. Reduce wastewater flows that would otherwise be lost to the Tule Canal within the Yolo Bypass;
3. Prevent direct human consumption of recycled water; and
4. Control and limit run-off of recycled water by controlling the installation of systems using recycled water.

Sec.23C-14-2 Definitions

For the purposes of this article, the words defined in this section shall have the meanings respectively ascribed to them and shall be interpreted or construed accordingly.

- A. "Air-gap separation" means a physical break between a supply pipe and a receiving vessel that shall be at least double the diameter of the supply pipe, measured vertically above the top rim of the vessel, and in no case less than one inch.

- B. "Approved backflow preventer" means a device installed to protect the potable water supply from contamination by recycled water, pursuant to the requirements specified in Article IX of Chapter 23C of the Woodland Municipal Code.
- C. "Connection fee" means a charge imposed by the city for providing recycled water service, including construction and/or installation of off-site and on-site facilities.
- D. "Cross-connection" means any unprotected connection between any part of a water system used or intended to supply potable water and any service or system containing recycled or other water or substance that is not safe, wholesome, and potable for human consumption.
- E. "Director" means the Public Works Director or designee.
- F. "Engineer" means the City Engineer or designee.
- G. "Non-potable water" means water that has not been treated for human consumption in conformance with the drinking water standards referred to in the definition of potable water.
- H. "Off-site facilities" means facilities under the control of the city including, but not limited to, recycled water pipelines, reservoirs, pumping stations, manholes, valves, connections, supply inter-ties, treatment facilities, and other appurtenances and property. For recycled water service, off-site facilities shall be those upstream of the point of connection with the customer's on-site facilities located and starting at the downstream end of the meter tailpiece.
- I. "On-site facilities" means facilities under the control of the applicant, owner, or customer including, but not limited to, landscape irrigation systems and agricultural irrigation systems. For recycled water service, the on-site facilities shall be those downstream of the recycled service connection, which shall normally be the downstream end of the meter tailpiece.
- J. "Potable water" means that water furnished to the customer that does not contain objectionable pollution, contamination, minerals or infective agents and is considered satisfactory for domestic consumption, and conforms to the latest edition of the United States Public Health Service Drinking Water Standards, the California Safe Drinking Water Act, or any other applicable standards.
- K. "Recycled water," also known as "reclaimed water," has the definition set forth in Section 13050 of the Water Code (hereinafter "Code") and all subsequent amendments and shall mean water which, as a result of treatment of domestic wastewater, is suitable for a direct beneficial use or a controlled use that otherwise would not occur, such treatment of domestic wastewater having been accomplished in accordance with the criteria, including the level of constituents in combination with the means for assurance of reliability, as set forth in the Code.
- L. "Recycled water facilities" means facilities used in the storage, pumping, and conveyance of recycled water. Recycled water facilities are intended to provide recycled water for uses such as landscape irrigation, agricultural irrigation, and construction or industrial process water.
- M. "Recycled water service connection" means the point of connection of the customer's recycled water line with the recycled water service line of the city, which shall normally be the downstream end of the recycled water meter tailpiece.

- N. "Recycled water service line" means the city's facility between its recycled water distribution system and the recycled water service connection.
- O. "Recycled water transmission mains" means recycled water lines and appurtenances purchased or constructed and owned by the city or which the city requires an applicant, owner, or customer to construct but which are owned by the city. The city shall determine what facilities are recycled water transmission mains from time to time. The city's determination in regard to these matters shall be final and conclusive.
- P. "Recycled water use area" means a site, with specified boundaries, designated in the terms and conditions, defined below, to receive recycled water for an approved use and acknowledged by the regulatory agencies.
- Q. "Recycled water use permit" means a permit issued by the City Engineer or designee upon successful completion of an application form designated by the City Engineer to allow a customer to use recycled water from a tanker truck filling station for construction purposes.
- R. "Rules and regulations for use of recycled water" is the set of rules and regulations prepared under the supervision of the City Engineer that regulates the use of recycled water provided by the city, that may be amended from time to time by the City Engineer as needed, or to comply with all federal, state, and local regulations pertaining to the use of recycled water.
- S. "Terms and conditions for recycled water operations, use and service" is the document required to be signed by any site owner utilizing recycled water on real property. The document provides the terms and conditions by which recycled water may be used by the site owner. These terms and conditions may be amended from time to time by the City Engineer as needed or to comply with all federal, state, and local regulations pertaining to the use of recycled water.
- T. "Site owner" is any person, persons, partnership, corporation, or legal entity that holds legal title, is a contract purchaser, or is a lessee under lease of property being served by city recycled water. A site owner becomes a recycled water user upon signing the terms and conditions.
- U. "Site supervisor" means the responsible individual, as a representative of the site owner, who is responsible for operation and maintenance of the on-site recycled water system.

Sec. 23C-14-3 Area and conditions of service

- A. The Engineer shall control and schedule recycled water distribution to customers. The city shall provide recycled water service in accordance with this article to any applicant who meets the requirements of this article. The provision of recycled water service and the use of recycled water by any customer shall be subject to all the terms and conditions of this article and the city's rules and regulations for use of recycled water.
- B. Prior to the introduction of recycled water into an on-site system, the site owner shall sign and agree to be bound by the terms and conditions for recycled water operations, use, and service.
- C. Upon a change of property ownership of any kind (whether it be complete or partial), any new site owner shall sign the terms and conditions for recycled water operations, use, and service within 30 days of the effective date of transfer or close of escrow, whichever is earlier. If the new site owner (regardless of whether the site owner has a full or partial

ownership interest) does not sign the terms and conditions referenced above within 30 days, recycled water service to the property shall be terminated upon the 31st day following a change in ownership.

Sec. 23C-14-4 Application—Fees and deposits

- A. An applicant for recycled water service shall file with the Engineer an application for service on a form designated by the Engineer. The application shall include a scaled drawing and written description delineating the proposed recycled water use area; the proposed location; size of street adjacent or nearest to the recycled water use area; the proposed use or uses of recycled water; and any other information deemed necessary by the Engineer.
- B. The applicant for recycled water service shall comply with all requirements of applicable federal, state, and local statutes, ordinances, regulations, and other requirements including the payment of all fees required by the regulatory agencies. The Engineer may reject for filing any application where the Engineer determines that the applicant has failed to obtain any necessary prior approval of recycled water service from any federal, state, or local office or agency.
- C. Application fees and deposits shall be paid in accordance with Article VII of Chapter 23C and shall be subject to all terms and conditions set forth Article VII in Chapter 23C in Chapter 23C.

Sec. 23C-14-5 Findings for approval

Upon receipt of an application for recycled water service, the Engineer shall review the application and conduct any necessary investigation in order to determine whether the city shall provide recycled water service. The Engineer shall either approve, approve with conditions, or deny recycled water service. In approving or conditionally approving recycled water service, the Engineer shall find that the provision of recycled water service to the applicant is compatible with the city's recycled water system and that the location of the recycled water use area is reasonably accessible to the city's recycled water system.

Sec. 23C-14-6 Conditions for approval

Among other conditions of approval, the Engineer may require that the applicant construct specific on-site facilities in order to facilitate recycled water service. The Engineer may also require the applicant to make modifications in the on-site potable water system and to install an approved backflow preventer. The customer shall not make any changes in the recycled water system or facilities on property subject to recycled water service without prior written approval from the Engineer.

Any approval or conditional approval of an application for recycled water service shall, unless otherwise specified, be deemed to be approval or conditional approval of recycled water service only for the recycled water use area, for the location, size, and type of all recycled water service connections and on-site facilities, and for the proposed use of recycled water, described in the application.

Sec. 23C-14-7 Recycled water service connection and meter charges

- A. Before a recycled water service connection is supplied to or installed on the premises, the customer shall pay to the city the costs of the recycled water service

connection including, but not limited to, the cost of a meter, unless the city agrees in writing to other arrangements.

- B. Before a recycled water service connection is supplied to, or installed on, the premises, the customer shall pay to the city the costs incurred by the city in extending existing off-site facilities, including but not limited to the recycled water service line, in order to provide recycled water service to the customer unless the city agrees in writing to other arrangements. Construction of recycled water transmission mains and water service extensions shall be subject to the provisions of this chapter.
- C. Upon approval of recycled water service by the Engineer, the site owner shall sign the terms and conditions for recycled water operations, use, and service prior to recycled water being delivered to the site.
- D. If recycled water service to any customer is suspended or terminated because of failure by a customer to adhere to the provisions of this chapter, including but not limited to, the failure of a new site owner to sign terms and conditions within 30 days, or the failure by a customer to pay for recycled water in accordance with this chapter, the customer shall pay in advance of resumption of recycled water service a delinquent and/or reconnection charge that shall be equal to that delinquent and/or reconnection charge for potable water established from time to time by resolution of the city council, in addition to any payment for recycled water service then due.
- E. Any person with a valid Recycled Water Use Permit may purchase recycled water from City-owned recycled water tanker truck filling stations for construction purposes such as grading and compaction, wetting pads, or dust control. Before the first water pickup, the customer must receive a Recycled Water Use Permit from the City and be trained in mandatory procedures for using the tanker truck fill station.

Sec. 23C-14-8 Fees and charges—Delinquency—Disconnection or termination

- A. All fees, charges, deposits, or penalties provided for in this article, including recycled water charges, shall be in the amount set forth in Section 23C-14-9 or as may be established by resolution of the city council.
- B. Payment by a customer for recycled water service shall be due and payable as specified in Article III of Chapter 23C . If payment is not received in accordance with Article III of Chapter 23C, then the recycled water service may be disconnected or terminated. In the event the city disconnects or terminates recycled water service pursuant to this section, then in addition to the payment due for recycled water, the customer shall pay any and all delinquent and reconnection charges for recycled water service as specified in Article III of Chapter 23C.
- C. Price of Recycled Water. The price for recycled water sold, supplied, distributed or transported to customers of the city shall be at a rate or charge established by the City of Woodland, which the city council may establish from time to time as set forth in Section 23C-7-4 for potable water and which is in effect on the date of delivery of recycled water by the city to such customer. Such charge or rate shall be the sum of the customer charge, commodity charge and adjustments as detailed in this chapter and specified in Section 23C-7-4.

Sec. 23C-14-9 Special Contracts

By special contract between the city and any user, recycled water may be sold by the city at a charge fixed by such contract. The city may enter into and perform such special contracts with any user, for the provision and operation by the city of recycled water facilities in order to provide tertiary treated water for industrial cooling processes, irrigation, or other approved uses to the user and accept the payment, periodically or otherwise, by the user to the city in amounts sufficient to compensate the city for such portion of the cost of providing, operating, and maintaining the recycled water facilities serving such user as the city council shall determine. Special contracts may include connection fees to offset the costs to extend recycled water facilities, meters, permitting, and to make connection with the user.

Sec. 23C-14-10 Operating conditions

- A. The Director shall establish and may vary conditions of pressure and service.
- B. The city shall have control of and shall maintain and repair recycled water transmission mains, service lines, and meters. The customer shall maintain in good working condition and shall repair the recycled water service connection and on-site facilities.
- C. Unless otherwise provided by written agreement between the customer and the city, the customer shall pay for all on-site facilities, including their installation, as well as for recycled water service lines and meters and extensions of recycled water transmission mains in order to provide recycled water service to the customer.
- D. The customer shall not make any changes in, or additions to, the recycled water system or to on-site potable water facilities without obtaining prior approval from the Engineer.
- E. Neither a recycled water service connection nor a recycled water meter shall be used to provide recycled water service to any property or any portion of property that is not approved by the Engineer for that service or meter.
- F. When property provided with a recycled water service connection and recycled water meter is subdivided, such connection and meter shall thereafter serve only the lot or parcel of land on which the meter is located. Additional recycled water mains, service lines connections, and/or meters shall be installed for additional new lots or parcels created by subdivision, in accordance with this chapter.
- G. All recycled water used on any premises approved for recycled water service must be serviced by a water meter designated for recycled water only.
- H. The customer shall install and pay for a locking angle valve, as approved by the Engineer, on the inlet side of the meter, which shall be used exclusively by the city for controlling the recycled water supply through the recycled water service line. If the locking angle valve is damaged or otherwise requires replacement, in the determination of the Engineer, such replacement shall be made at the expense of the customer.

- I. Each customer shall restrict the use of recycled water to those uses set forth in the terms and conditions for recycled water operations, use and service signed by the site owner which is approved by the Engineer.
- J. The city shall not be responsible or liable for any suspension in service of, or failure to supply, recycled water, or for any damage, or injury to person or property relating to the provision of recycled water.

Sec. 23C-14-11 Disconnection and termination

- A. Recycled water service may be suspended or terminated at any time by the Director due to any one or more of the following:
 - 1. Failure by a customer to adhere to the provisions of this chapter;
 - 2. For the protection of the public health, safety and welfare;
 - 3. In order to protect recycled water facilities or make repairs to such facilities;
 - 4. In order to protect potable water facilities;
 - 5. Inability of the city to obtain recycled water or otherwise provide recycled water service; or
 - 6. For failure of the customer to pay for recycled water in accordance with Article III of Chapter 23C.
- B. Where the Director determines that a condition affecting the safety of the public water system exists at the city service connection to any user's premises, the Director shall mail written notice to the customer in accordance with Section 23C-9-4. In cases of threat to the public health, safety or welfare, the Director may order immediate disconnection of the recycled water service without prior notice whenever hazardous conditions exist justifying such action pursuant to Section 23C-9-3(b). Subsequent notification and appeal of the condition shall be carried out in accordance with Section 23C-9-4.
- C. Where the city disconnects or terminates recycled water service in accordance with subsection (A)(1), (2) or (6) of this section, the customer shall thereafter pay any and all costs and fees for reconnecting or starting up recycled water service. Where the city disconnects and/or terminates recycled water service in accordance with subsection (A)(3),(4), or (5) of this section, the city shall pay all costs and fees for reconnecting or starting up recycled water service.
- D. The city council may, by resolution or by written agreement with the customer, impose a penalty for termination of use of recycled water because of a voluntary act of the customer or determination of the Director for the reasons set forth in subsections (A)(1) and (6) of this section.

Sec. 23C-14-12 Impermissible recycled water connections

No person shall make any connection to recycled water facilities of the city unless the DEngineer has approved recycled water service for that person and for the recycled water service area in accordance with this chapter.

Sec. 23C-14-13 Resale of recycled water prohibited

It is unlawful for any person to resell any water received from recycled water facilities, except that a landlord/lessor may charge a tenant the amount which the landlord must pay for the water.

Sec. 23C-14-14 Design and construction of on-site facilities

- A. The customer shall provide and install at such customer's expense any on-site recycled water facilities required to provide recycled water service. On-site recycled water facilities shall conform to all applicable state and local statutes, ordinances, regulations, and other requirements. The customer shall make, at the customer's expense, any modification to the potable water system on the premises which is required by the Engineer in order to permit recycled water service including, but not limited to, the installation by the customer of approved backflow preventers. Plans, specifications, and record drawings for on-site recycled water facilities shall be prepared and submitted by the property owner to the city and must be approved by the Engineer prior to the commencement of construction.
- B. On-site recycled water facilities shall be designed to accommodate the use of recycled water in those areas where the Engineer has determined that recycled water will be supplied in the future even though recycled water service is not immediately available when the design area is ready for construction.
- C. On-site recycled water facilities shall be designed and constructed in accordance with the city's current design and construction standards for on-site recycled water facilities. The on-site design shall be submitted to the city utilities department for approval regarding compliance with all applicable recycled water regulations. The construction contractor shall have a utilities approved set of plans on site at all times during construction of on-site facilities.

Sec. 23C-14-15 Design and construction of off-site facilities

- A. In circumstances where off-site recycled water facilities constructed by the city are installed to serve more than one property, each property owner shall reimburse the city for the pro rata cost of installation of off-site recycled water facilities in accordance with a fee schedule or charges determined by the Engineer based upon costs of design, equipment, overhead, construction, and inspection.
- B. The city shall operate and maintain the off-site recycled water facilities, including recycled water pipelines, reservoirs, manholes, valves, connections, supply inter-ties, and other appurtenances and property up to and including the meter. No other persons, except authorized employees of the city, shall enter upon, inspect, operate, adjust, change, alter, move, or relocate any portion of the off-site recycled water facilities.

Sec. 23C-14-16 Recycled water supervisor

Each recycled water service customer shall designate a "site supervisor" subject to approval by the Engineer. All "site supervisors" shall attend the city's site supervisor training at least once every five years. The city site supervisor training shall be provided by the city on a regular basis. Each recycled water service customer shall keep the Director informed of the identity of the site supervisor. The site supervisor shall be educated in the use and operation of recycled water facilities. Such site supervisor shall be responsible for overseeing recycled water service, maintaining on-site facilities, and preventing cross-connections on the premises receiving recycled water service. The site water supervisor shall immediately advise the Director of any cross-connection on the premises.

Sec. 23C-14-17 Conversion of existing facilities

Where a property owner proposes the conversion of any existing potable water system to a recycled water system, a comprehensive investigation shall be performed by or for the city at the expense of the property owner. No potable water facilities shall be connected to or incorporated in the recycled water system where such facilities have not been approved for recycled water service by the Engineer and by any and all other required state or local offices or agencies.

Sec. 23C-14-18 Connections to potable water system

If an emergency exists whereby in all or a portion of the recycled water system, recycled water is not available, the Engineer may approve a temporary connection for a customer to the potable water system. Before such temporary connection is made, the portion of the system that does not have recycled water available shall be isolated by an air-gap separation from the remainder of the recycled water system, either at individual service connections or on off-site facilities, as determined by the Engineer, and an approved backflow preventer shall be installed on the potable water line or lines in accordance with any and all applicable state and local statutes, ordinances and regulations. The emergency connection or connections shall be removed before connection is reestablished to the remainder of the recycled water system. The customer shall be billed at the potable water rate for the entire duration of the temporary connection to the potable water system.

Sec. 23C-14-19 Additional restrictions

- A. The use of recycled water shall be limited to those uses permitted by federal and state law and to those uses approved by the Engineer for the recycled water service area.
- B. The Engineer shall promulgate rules and regulations as are reasonably necessary to carry out the intent and purposes of this article.
- C. Where this article or regulations promulgated under this article conflict with any other provision of law, the more restrictive shall apply.

CITY OF WOODLAND

RULES AND REGULATIONS FOR THE USE OF RECYCLED WATER

1.0 GENERAL PROVISIONS

1.1 SPECIFIC AUTHORITY

These regulations for recycled water use are promulgated pursuant to Chapter 23C of the Woodland Municipal Code and Resolution No. _____, adopted by the City Council of the City of Woodland on _____, 2015.

1.2 DEFINITIONS

Whenever the following terms occur in these Rules and Regulations, or in any documents that these Rules and Regulations govern, the intent and meaning shall be interpreted as defined in the Woodland Municipal Code (WMC). Additional terms in these Rules and Regulations are defined as follows:

Applicant – A Site Owner or his/her/its authorized representative who applies for recycled water service under the terms of these Rules and Regulations. A Site Owner becomes a User upon signing the Terms and Conditions.

Approved Use – An application of recycled water in a manner, and for a purpose, designated in the Terms and Conditions for Use of Recycled Water issued by the City and in compliance with any and all regulatory agency requirements.

Drawings – The plans, working drawings, detail drawings, profiles, typical cross sections, and supplemental drawings or reproductions thereof, approved by the City, which shows use area boundary, character, dimensions or details of the design, locations, and construction of the applicant's recycled water facilities.

General Public – Any person or persons who may come in contact with facilities and/or areas where recycled water is approved for use.

Irrigation Use – An approved use of recycled water for landscape, horticultural, or agricultural irrigation as defined for recycled water under Title 22 of the California Code of Regulations.

Ponding – Retention of recycled water on the surface of the ground or other natural or man-made surface for a period of time following the cessation of an approved recycled water use activity such that a hazard or potential hazard to the public health results.

Regulatory Agencies – Those public agencies legally constituted to protect the public health and water quality such as, but not limited to, the California

Department of Public Health, the Regional Water Quality Control Board, and the Yolo County Department of Health.

Incidental Runoff – The unintended small amounts (volume) of runoff from recycled water use areas, such as unintended, minimal over-spray from sprinklers that escapes the recycled water use area.

Service – The furnishing of recycled water to a user through a metered connection to the onsite facilities.

Use Area – A site, with well-defined boundaries, designated in the Terms and Conditions as defined in these Rules and Regulations and issued by the City to receive recycled water for an approved use and acknowledged by the regulatory agencies.

User/Site Owner – Any person, persons, partnership, corporation, or legal entity that holds legal title, is a contract purchaser, or is a lessee under a lease of property being served by City recycled water. A Site Owner becomes a User upon signing the Terms and Conditions.

User Violation – Negligent or willful noncompliance with any terms or conditions of these Rules and Regulations, State and local health department regulations, Regional Water Quality Control Board Regulations, and/or Terms and Conditions by any person or legal entity's action or occurrence.

Site Supervisor – The responsible individual, as a representative of the Site Owner, that is responsible for operation and maintenance of the on-site recycled water system.

Terms and Conditions – The Terms and Conditions for Recycled Water Operations, Use and Service signed by the Site Owner that establishes the terms and conditions for recycled water service.

1.3 ENFORCEMENT

The City shall enforce these Rules and Regulations in all matters concerning the use of any recycled water and/or recycled water service. Each and every condition and requirement with respect to the use, connection, disconnection, reconnection, and/or discontinuance of recycled water and/or recycled water service provided by and set forth in the WMC and these Rules and Regulations shall apply with equal force and effort to any person, persons, or legal entity, public or private.

1.4 AMENDMENTS

These Rules and Regulations may be amended from time to time by the City Engineer (Engineer) as needed or to comply with all applicable Federal, State and local regulations and to protect public health.

1.5 SYSTEM RESPONSIBILITY

All off-site facilities are the responsibility of the City and shall be under the management and control of the City. The City shall be responsible for the quality assessment of recycled water as it relates to compliance with applicable Federal, State and local regulations.

1.6 AUTHORIZED USES

These Rules and Regulations address the application of recycled water for landscape irrigation, agricultural irrigation, in office buildings for toilet flushing, industrial process water, or other uses permitted by the regulatory agencies. Other proposed uses will be considered on a case-by-case basis by the City and the regulatory agencies. The City has sole authority to deny any use of recycled water even if approved by regulatory agencies. In all cases, the City's approval of any proposed use will be contingent upon the proposed use being approved by the regulatory agencies. Only those uses specified in the Terms and Conditions are authorized uses. Any other uses other than those uses authorized are prohibited.

2.0 CONSTRUCTION AND SERVICE REQUIREMENTS

2.1 DESIGN APPROVAL

Prior to the construction of on-site facilities that will use or receive recycled water; the design of such facilities must be submitted to and approved by the City of Woodland Utilities Engineering Department. Approval shall be contingent upon evidence that all applicable design requirements are satisfied, including those contained within these Rules and Regulations and City Design and Construction Standards.

2.2 CONSTRUCTION INSPECTION

Authorized agents of the City shall inspect, at the Site Owner's expense, the construction of on-site facilities that will use or receive recycled water to verify that the facilities are constructed in conformance with the Recycled Water Ordinance, these Rules and Regulations, and the submitted and approved improvement plans of the facilities. Site Owner shall provide the City with a copy of "As Built Plans" after acceptance by the City of the facility.

2.3 SERVICE APPROVAL

Prior to approval for the use of recycled water in accordance with the WMC, the applicant must complete all documentation necessary for approval, which may include but is not limited to a California Department of Public Health Title 22

Engineering Report, user reclamation plan, and environmental (CEQA) requirements.

Recycled water service shall be available only in accordance with the City's Recycled Water Ordinance, these Rules and Regulations, and any applicable Federal, State and local statutes, ordinances and regulations. The Applicant must comply with all the above agencies' requirements in design, construction, and operation of recycled water facilities.

Before final approval to draw recycled water into newly constructed facilities, the facilities must pass a cross-connection test and other tests as required by these rules and regulations to ensure the proper operation of the recycled water facilities.

2.4 REQUIREMENTS OF NEW CONTRUCTED ON-SITE SYSTEMS

1. The Terms and Conditions shall provide for the design, construction, and operation of on-site facilities in accordance with the following minimum standards and procedures:
 - a. Manual of Cross Connection Control, State of California Department of Public Health;
 - b. Guidelines for Distribution of Non-potable Water, California-Nevada Section, American Water Works Association (AWWA);
 - c. Guidelines for Use of Recycled Water, State of California Department of Public Health;
 - d. Title 17, Chapter 5, Subchapter 1 California Administrative Code regarding cross connections and backflow prevention;
 - e. Laws and Standards of the State of California, Department of Public Health relating to recycled water;
 - f. Design and Construction Standards of the City of Woodland, Department of Public Works;
 - g. Yolo County Department of Environmental Health regulations pertaining to recycled water;
 - h. Title 22, Division 4, California Administrative Code; and
 - i. Statewide Recycled Water Policy as Adopted February 3, 2009.
2. Completion, approval by the City, and subsequent approval by the California Department of Public Health of a Title 22 Engineering Report and/or User Reclamation Plan;
3. Successful completion of a cross connection test performed by the water purveyor at the Owner's expense prior to start-up;
4. Passing the annual test of all backflow prevention device(s) on potable water service line(s) to the site normally performed by the water purveyor at the Owner's expense;
5. Comply with periodic on-site inspections to assess compliance with the Terms and Conditions and these Rules and Regulations at a frequency as deemed necessary by the Engineer.

2.5 REQUIREMENTS FOR EXISTING FACILITY CONVERSION TO RECYCLED WATER

The following shall be required for all new recycled water users:

1. Assessment will be made by the City on the feasibility of converting a potable system to a recycled water facility under the Woodland Recycled Water Ordinance and any other applicable laws or regulations. Among items to be reviewed for possible modification are separation of the potable system from proposed recycled system, the potential for cross connection, proper identification and signage of the proposed recycled water facilities, and other modifications as deemed necessary by the Engineer.
2. Successful completion of a cross connection test performed by the water purveyor at the Owner's expense prior to start-up;
3. Passing the annual test of all backflow prevention device(s) on potable water service line(s) to the site; and
4. Comply with periodic on-site inspections to assess compliance with the Terms and Conditions and these Rules and Regulations at a frequency as deemed necessary by the Engineer.

2.6 MONITORING

It is the responsibility of the User to supervise the operation of the User's on-site facilities in a manner that assures compliance at all times with the Recycled Water Ordinance and these Rules and Regulations.

The City shall conduct periodic on-site inspections of the User's facilities and operations at a frequency deemed necessary by the Engineer to assure compliance with the Terms and Conditions and these Rules and Regulations.

2.7 TESTING

All sites that are served with recycled water shall be tested as often as deemed necessary by the Engineer to assure compliance with the Terms and Conditions and these Rules and Regulations. Such operational testing may include, but is not limited to, pressure testing, testing for cross connections, observing operations for over spray, run-off, ponding, and other tests or observations of operations as required by these Rules and Regulations, the Recycled Water Ordinance, and Federal, State and local regulations. 48 hours notice will be provided to the Owner prior to testing being performed.

2.8 CROSS CONNECTION CONTROL TESTING

All recycled water systems must pass a cross connection control acceptance test performed by City crews prior to recycled water being introduced into the onsite system. The cross connection control acceptance test shall be performed consistent with a complete shutdown test per Appendix J of the Uniform Building Code. Thereafter, sites shall be retested based on the following criteria. A failed cross connection control shall result in the immediate disconnection of the

recycled water and potable water services. The City is not responsible for any loss or damage due to the immediate disconnection of recycled water and potable water services in the event of a direct cross connection.

1. Dual plumbed recycled water use sites as defined in Title 22 of the California Code of Regulations, Division 4, Chapter 3, Article 4, Section 60301.250 shall be retested at a frequency of not more than every four (4) years.
2. Individual recycled water use sites that undergo extensive construction after an acceptance test shall be subject to a retest at the discretion of the Engineer.
3. All other recycled water user sites shall be retested at the discretion of the Engineer.

2.9 SPECIFIC PROHIBITIONS

Recycled water service may be terminated in accordance with the Recycled Water Ordinance. The following conditions are specifically prohibited:

A. Runoff Conditions:

Application of recycled water to the Use Area shall be at reasonable agronomic rates and shall consider soil, climate, and nutrient demand. Irrigation with recycled water that results in (1) runoff, other than Incidental Runoff, outside the recycled water use area, (2) irrigation with recycled water on water-saturated ground, or (3) irrigation with recycled water during precipitation events is prohibited. The direct discharge of recycled water by the User to surface waters is prohibited.

B. Incomplete Infiltration

Conditions that directly or indirectly cause recycled water to pond outside of, or within the, Approved Use Area are strictly prohibited. Irrigation water must infiltrate completely within a 48 hour period. This prohibition does not apply to properly permit recycled water storage ponds.

C. Over Spray Conditions

Recycled water will not be allowed to escape from the Approved Use Area by airborne spray except in minor amounts such as that associated with good irrigation practice. Recycled water spray or mist entering a dwelling or food handling facility is strictly prohibited.

D. Unapproved Uses

Use of recycled water for any purposes other than those explicitly approved in the Terms and Conditions is strictly prohibited.

E. Use in Unapproved Areas

Use of recycled water for any purposes, including approved uses, in areas other than those explicitly approved in the user agreement is strictly prohibited.

F. Cross Connections

Cross connections between the recycled water system and the potable water system, whether by design, construction practice, or system operation, are strictly prohibited. Supplementing recycled water with

potable water shall only be allowed through an air-gap separation with prior written approval of the Engineer.

G. Irrigation or Impoundment of Recycled Water Near Wells

There shall be no irrigation of recycled water within 50 feet of any well used for potable supply unless it can be demonstrated to the satisfaction of the City and the regulatory agencies that special circumstances justify lesser distances to be acceptable. There will be no impoundment of recycled water within 100 feet of any well used for a potable water supply.

H. Excessive Nutritive Loading

The seasonal nutritive loading of the Use Area including the nutritive value of organic and chemical fertilizers and of the recycled water, shall not exceed the nutritive demand of the landscape.

2.10 SIGNAGE

All recycled water use sites are required to provide City approved recycled water warning signage at locations consistent with Title 22, these Rules and Regulations, the Terms and Conditions, and the approved plans.

2.11 RECYCLED WATER APPLICATION

- A. Application of recycled water to the Use Area shall be at reasonable agronomic rates and shall consider soil, climate, and nutrient demand. Application rates shall ensure that a nuisance is not created.
- B. The seasonal nutritive loading of the Use Area including the nutritive value of organic and chemical fertilizers and of the recycled water, shall not exceed the nutritive demand of the landscape.
- C. Use Areas that are spray irrigated and allow public access shall be irrigated during periods of minimal use, normally 9PM to 6AM. Supervised manual or "spot" watering may take place anytime during the day. Consideration shall be given to allow maximum drying time prior to subsequent public use.

3.0 ADMINISTRATIVE PROCEDURES FOR APPROVAL OF RECYCLED WATER SERVICE

3.1 TERMS AND CONDITIONS

All Site Owners shall sign a Terms and Conditions for Use of Recycled Water (Terms and Conditions) prior to connection to the City recycled water system via a billing meter. The Terms and Conditions shall be signed by each subsequent Property Owner within 30 days of transfer of service. The Terms and Conditions shall outline the specific terms and conditions under which recycled water may be used within the City of Woodland and at the specific use site. The Terms and Conditions reference applicable Federal, State, and local regulations as well as these Rules and Regulations.

3.2 OBTAINING SERVICE

The following interactions between the City and the applicant are required for the administration of recycled water service:

A. Application Submittal

An application for a permit to use recycled water, as supplied by the City, shall be completed and signed by the Applicant, who may be the Property Owner or authorized representative. The application shall provide information concerning the Applicant's relationship to the subject property as legal owner, tenant or lessee; the type of recycled water use being proposed; the address and/or a description of the property to be served; purpose for which the property is to be used; the volume of recycled water anticipated to be required; and total area to be served. The application may also list any special conditions for service pursuant to these Rule and Regulations. Certain technical information, derived from the design and particular type of recycled water use, shall also be provided. The application form shall be accompanied by service exhibits. These exhibits shall be drawings delineating the subject design area, identifying the location and size of all service connections, delineating areas in which recycled water service is to be applied and/or excluded, and showing the nearest major street(s).

B. City Evaluation

Upon receipt of an application for recycled water use, the Engineer shall review the application and make such investigation as the Engineer deems necessary. An evaluation shall be performed that will establish that all information submitted is consistent with the Recycled Water Ordinance, these Rules and Regulations, and the requirements of the regulatory agencies.

C. Plan Approval

Plan approval shall be consistent with Section 2.0 of these rules and Regulations.

D. Service Scheduling

In order to maintain acceptable working conditions throughout the recycled water distribution system, the City may schedule the delivery of recycled water to sites. Such scheduling may involve programming deliveries to different users and/or to various portions of a single user's on-site system. Any scheduling shall take into account the constraints of regulatory agencies, the requirements of these Rules and Regulations, and the operating constraints of affected Users.

E. Relation of Property to Service

A service connection shall not be used to supply adjoining property of a different owner.

F. Metering

All recycled water used on any premises where a City meter is installed shall pass through that meter. Users shall be held responsible and charged for all water passing through the City meter. Users of recycled water shall permit an agent of the City Engineer to read the meter on a monthly basis.

G. Initiation of Service

Following final inspection, testing, and approval of the recycled water facilities by the City, the Applicant shall submit in writing a date for initial receipt of recycled water. City water initiation procedures for the recycled

water service shall be the same as established for the potable water system.

3.2 REPORTING

The following items shall be reported by the City to the User:

- A. The quantity of recycled water delivered to the User during the billing period, to be submitted as part of the City's billing for recycled water service and based on readings taken from the City's meter.
- B. The quality, including treatment type and constituency, of recycled water delivered to the user, to be submitted only at the specific request of the user.

The following will be reported by the User to the City:

- A. Immediately, the discovery of a cross connection with any other water system.
- B. Within 48 hours, any unauthorized discharges of recycled water from the User's site.
- C. Within 2 weeks, any changes in Site Supervisor.
- D. Annually, the quantity, frequency and type of fertilizer applied to the user site.

3.3 INDEMNITY CLAUSE

The City is not responsible for any damage associated with the delivery of recycled water. This includes, but is not limited to, connections to the recycled water system, infrastructure connected to the recycled water system, parcels adjoining parcels using recycled water, and all incidental losses due to the failure to supply recycled water.

CITY OF WOODLAND

SUMMARY OF PROPOSED ORDINANCE ADDING ARTICLE XIV TO CHAPTER 23C OF THE WOODLAND MUNICIPAL CODE RELATED TO RECYCLED WATER SERVICE

At a meeting of the City Council of the City of Woodland to be held on June 16, 2015 the Ordinance as described below will be considered for adoption for the following purpose:

Add Article 23C-14 to the Woodland Municipal Code related to Recycled Water Service. The ordinance will outline the rules and regulations developed to govern the distribution of recycled water. The use of water recycled from municipal wastewater is regulated by the California Regional Water Quality Control Board (RWQCB). California Water Code Section 13551 establishes a state policy to encourage the use of recycled water. Permission to use recycled water is based on the ability to adequately treat municipal wastewater. The City of Woodland's Water Pollution Control Facility (WPCF) currently produces Title 22 tertiary treated effluent (wastewater) which is suitable for a wide variety of uses including industrial processes, cooling, and landscape irrigation.

A full copy of the proposed Ordinance is on file in the office of the City Clerk, 300 First Street, Woodland, CA. Should this Ordinance be approved by City Council at the above-mentioned meeting, the Ordinance itself shall become effective 30 days following such passage.

DATED: June 10, 2015

Ana B. Gonzalez, City Clerk

Woodland Recycled Water Project



Legislation Text

File #: 14-814, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Public Works Quarterly Status Report for the period of March through May 2015

Recommendation for Action: Staff recommends that the City Council accept the Public Works Department's Quarterly Status Report

Staff Contact

Johanna Currie - Senior Management Analyst - 530-661-5902
johanna.currie@cityofwoodland.org

Fiscal Impact

None - for information only.

Background

This quarterly status report covers the period of March 2015 through May 2015. The Report presents a summary of Service Requests and Work Orders completed, and also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion

Staff recommends that Council receive the Report and advise if they have any questions.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor G. Meyer
Public Works Director



Paul Navazio, City Manager

Attachment



Public Works Department.
Quarterly Status Report
March through May 2015

For the Months of March thru May 2015		
Division	Service Requests	Work Orders
Administration	841	-
Electrical	63	97
Environmental Services	625	-
Facilities	106	174
Fleet	-	388
Parks	40	87
Pretreatment	0	312
Sewer	59	558
Signs & Markings	11	145
Storm Drain	7	40
Streets	73	133
Urban Forestry	88	131
WPCF	-	61
Water	1,081	437
Grand Total	2,994	2,563

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

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

Total for <u>Calendar</u> Year 2015 Through 5/31/15	
Service Requests 4,802	Work Orders 4,002

64 Working Days This Quarter = **47 Requests for Service per Day**

Environmental Services Division

The following were major projects this quarter:

- Solar project – Worked through several technical and logistical issues with solar contractor that arose during final design, and negotiated Amendment to Power Purchase Agreement and revised Site Agreement.
- Climate Action Plan – Launch of PG&E partnership, Woodland Step Up and Power Down. Joined HERO PACE program.
- Water conservation – Kicked off Mayor’s Water Conservation Challenge, and held 3rd Water-Wise Wednesdays workshop series on outdoor water conservation and 4th home water-wise landscape tour. Initiated Stage Two, Water Warning of the City’s water shortage contingency plan.
- Solid waste – Annual bulky waste collection, incorporating preview of Step Up and Power Down activities.

Fleet & Facilities Division

- **Facilities Services:** Last quarter, Facilities Services reported problems we were having with our new janitorial services provider, Lincoln Training Center. Although improvements were made, we have continued to receive complaints from staff from various facilities that the janitors are still not performing according to contractual expectations. Since then, the Fleet & Facilities Manager convened a meeting with Lincoln Training Center and representatives from each facility from where the complaints were coming. Lincoln Training Center has devised a Corrective Action Plan since that meeting and has shown improvements. However, there are still areas that need attention, and there will be a meeting between Facilities Services and Lincoln Training Center to address those concerns. The City will be receiving a 5% discount on services until all issues have been resolved, and will be considering switching janitorial contractors if performance has not met expectations soon.
- **Fleet Services:** Two Heavy Equipment Mechanics resigned this quarter and accepted higher paying jobs at other agencies. Fleet Services established Acting Pay for the Light Equipment Mechanic and Equipment Services Worker in order for them to work on equipment outside of their normal responsibilities in response to this shortfall. The Senior Equipment Mechanic has also contributed his direct labor towards the repair of Fire equipment during this transitional period. The first round of interviews for the two Heavy Equipment Mechanic vacancies took place on May 21st, and we are optimistic about filling these positions in early July.
- **Fleet Services:** The City's first all-electric vehicle has been placed on order and due to arrive in June! The Zenith E350 Cargo Van will generate zero emissions while fulfilling the needs of the Community Services Department's "Rec-2-Go" program, delivering recreational equipment and games around the City parks while saving the City thousands of dollars each year on gas and maintenance.

Right of Way Division

- **Electrical: School Signalized Crosswalk Upgrade** –The original installation of the signalized crosswalks were part of the Safe Route to School Project in 2009. During this project, a new type of in-pavement lighting system was used due to the ability to monitor the system through the internet. This new technology was helpful for maintenance issues and changing operations of the intersection remotely. However, during the first year we had numerous failures with the in-pavement lighting portion of the system.

During that time we had the manufacture install the newest version of lights; however, they continue to fail after a few months of usage. The Maintenance and Engineering groups within the City continued to work with the manufacturer to remedy the problem. However, the company was bought out and the new owners did not support the warranty of the product. The Electrical group has scheduled to replace one defective lighting system every fiscal year; this is the only replacement we can perform due to budget constraints. This project is roughly 20% complete, and awaiting budget approval for the remainder of the crosswalk locations.

- Sign & Markings: Retro-Reflectivity Program - Traffic signs provide important information to drivers at all times, both during the day and at night. To be effective, their visibility must be maintained and regulated. The California Manual on Uniform Traffic Code Devices (CAMUTCD) mandates that agencies establish and implement a method to maintain minimum levels of sign retro-reflectivity.

To meet these standards, staff is currently testing reflectivity on 50% of regulatory signs, 30% of warning signs, and 20% of guide signs from each area of the City. This testing will provide the baseline for maintenance scheduling and budgetary needs. This project is roughly 50% complete.

- Streets: 2016 Seal Project - In preparation for the 2016 seal project in Zone 1, the Street group has started routine maintenance in this area. Zone 1 consists of roads from W. Main Street to just north of W. Kentucky Avenue between N. West Street and County Road 98. In addition, the Street group has started road repairs in Zone 2 from West Street to East Street between Main and Kentucky for the upcoming 2016 seal project.

The Street group has crack-sealed approximately 95% of Zone 1 and 10% of Zone 2 to date and performed minor skin paving at multiple locations. Staff has surveyed this area and identified areas that will require base repair and additional skin paving. These projects will begin in the spring of 2015 and will be completed prior to Zone 1 being sealed.

- Streets: Annual Sidewalk Trip Reduction Program – Beginning in February, Precision Concrete Cutting started this program for the City. The area targeted this year is focused around Douglass Middle School and the surrounding side streets. This area was chosen due to the heavy pedestrian traffic generated not only by the school, but also the adjacent church, YMCA, and small shopping center. This project is now 100% complete and resulted in the removal of 999 trip hazards at a cost of a little over \$49K.

Parks Division

- Urban Forestry: Maintenance
Council approved the contract for our annual cyclical tree maintenance with West Coast Arborists (WCA); the total amount of the contract is \$150K. The funding is broken down as follows:

General Fund - WCA has completed \$20K of the \$133K that was slated for this area. This project is roughly 65% complete.

Gibson Ranch Lighting and Landscape District - \$10K

Spring Lake Lighting and Landscape District - \$7K

Our tree pruning contractor (WCA) has started on the surface streets in Area 13. This is due to the need for heavier traffic controls that are required to finish the remaining trees in Area 6. We are still awaiting the latest traffic control plans (TCP) from WCA to be submitted; this process has run into some miscommunications between the contractor and traffic engineering. Staff believes this has been worked out and work will begin soon on TCP required streets.

- Arbor Day

Approximately 75 volunteers gathered at Everman Park on March 14th to kick off Arbor Day 2015.

As part of the day's activities, the City of Woodland's Urban Forestry Group, Woodland Tree Foundation, PG&E, and various volunteer groups set out to plant approximately 100 trees in preselected locations throughout the City. Sixty of these trees were part of the City's annual Arbor Day plantings, while 40 additional trees were planted as part of the Woodland Tree Foundation's Neighborhood Shade Tree Program.

The public was educated onsite in proper planting techniques by the City's Municipal Arborist, while the City of Woodland's Environmental Services staff provided information and giveaways related to water conservation, green waste, composting, and other conservation-related topics.

All-in-all, it was a great day for our urban forest and volunteerism in the City of Woodland.



- Emergency tree removal

A tree at 19 N. College Street that was identified as an immediate hazard has been removed. The tree had major basal root rot that extended over half way around the circumference of the tree.

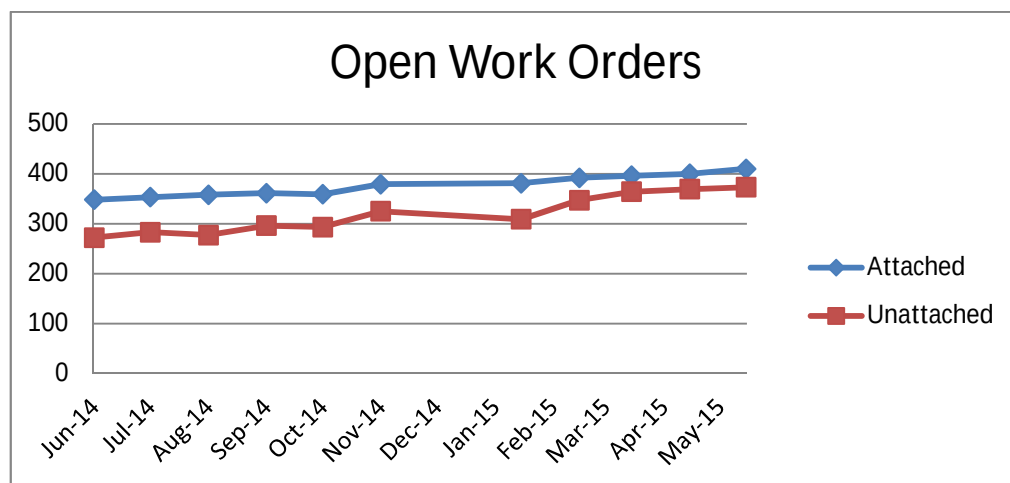


- Currently there are 410 attached and 375 unattached work orders that are open and waiting to be processed. This is a total of 785 pending tasks that are currently on the books waiting for staff time and equipment.

Attached work orders are tasks that are generated by the public (e.g., hazards, requests for pruning and removals, tree evaluations and plantings, etc.).

Unattached work orders are tasks that are internally created by Public Works staff (e.g., stump and tree removals, small tree care and insecticide treatments, etc.).

Below is a graph depicting the volume of work orders over the last 12 months.



- General Fund Parks – Unfortunately we continue to experience a significant backlog of maintenance in our General Fund Parks (GFP) due to the fact that we only have one full-time employee responsible for maintenance at 18 parks. While we contract out our landscaping services, we are challenged in meeting ongoing safety inspections, equipment repairs, facility maintenance, and public service requests.

In addition, our deferred maintenance backlog for Park facilities continues to grow. The following is a partial list of tasks or projects that need to be addressed:

- Resurfacing of basketball courts and tennis courts
- Updating restrooms and picnic areas to meet ADA standards

- c. Replacing all barbecue pits that have rusted out.
- d. Continuous painting of all picnic stations and restroom facilities/shops.
- e. Continuous maintenance of 15 playgrounds.
- f. Continuous maintenance of fencing/gates at all Parks
- g. Changing all old wood picnic tables and benches to current standards (concrete or steel) to reduce yearly maintenance.

- City Park - Volunteers from the Dingle School Neighborhood Watch Group assisted City staff with the spreading of the engineered wood fiber for the new playground equipment at City Park. All-in-all, twenty volunteers showed up in a great display of community engagement to help better the quality of our parks.

Additionally, a ribbon cutting ceremony was held on Saturday, May 9th to officially open the new playground equipment to the public. Mayor Stallard and Councilman Hilliard were both on hand, as well as Parks and Recreation Commissioner Stephanie Miller, and many members of the public.

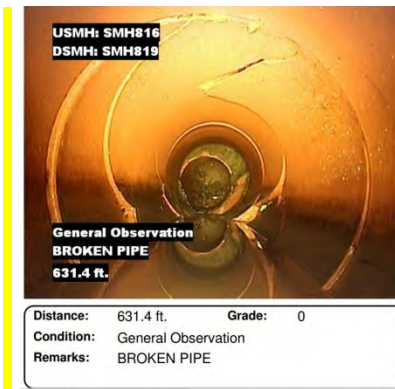
- Crawford Park - The installation of new playground equipment for Crawford Park is complete. The playground was open to the public on May 22nd and has been drawing a large number of children wanting to take advantage of the park's new amenities.
- Klenhard Park – Klenhard Park has received a new T-Ball field that was donated by Cal Ripken. The City assisted with alteration of the irrigation system to accommodate the new field and will help where needed, but Cal Ripken volunteers did the majority of the field installation. This project is 100% finished.

Utilities - Sewer and Storm Division

The Collections Group, in conjunction with CDD, has been working on a variety of sewer rehabilitation projects throughout the City:

- The Kentucky sewer trunk under I-5, as well as the Kentucky overpass and the intersection of Pioneer & Kentucky Ave (one project). The sewer trunks are deteriorating cast iron pipe and will be lined with a cure-in-place pipe. This project is currently underway.
- The State Theater remodel necessitates the relocation of the sewer main in Dog Gone Alley. This job is scheduled to start within the next two weeks.
- The “back of walk” water line replacement is underway and 70 sewer laterals will be changed in conjunction with the water lateral replacements. All of the sewer laterals were on a scheduled maintenance plan and following this project, they will be able to be removed from the routine maintenance schedule.
- Starting in mid-June, C.E. Cox will be repairing sewer mains in two high-traffic intersections: Gibson Road & West Street, and Gibson Road & Matmor Road. Both are in excess of 17' deep and beyond the limits of our excavation equipment and shoring capability (see photo on next page).

Matmor & Gibson Pipe Damage



Utilities - Water Production and Distribution Division

- Surface Tank
Due to lack of inadequate tank mixing, biofilm buildup, and to prevent stratification, staff installed an electric tank mixer that provides sufficient mixing of our 3 million gallons of potable water. Since the installation, we've noticed consistent chlorine residuals and our biofilm issue has subsided.
- Well 5
After many conversations and several different possible solutions, we were successful in making the necessary repairs to Well #5. The repairs consisted of "Slip Lining" the well. This was done by inserting 212' of 6" steel well casing. With the use of this technique, we were able to seal off the holes in the casing which were allowing the sand to come in contact with our distributed potable water. After installation and testing, all of the repairs that were made were successful and our sand issues have been eliminated.

Wastewater Operations Division

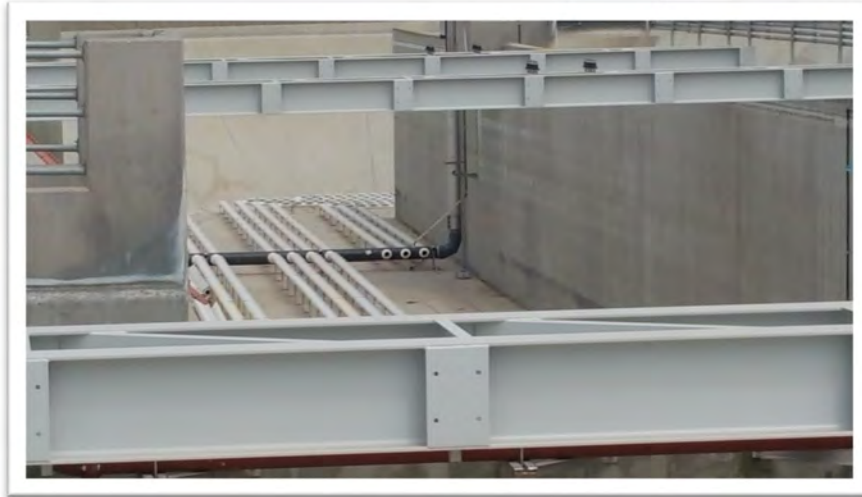
We continued our participation in two Central Valley Clean Water Association (CVCWA) special projects – the Methylmercury Special Project and the Freshwater Mussels Special Project. We will be submitting our first progress report on the methylmercury project to the Regional Board in October. Participation in these projects allows us to anticipate and potentially mitigate impacts of Federal and State regulatory actions.

The Laboratory was audited by the Environmental Laboratory Accreditation Program (ELAP). These biannual audits are part of the process of maintaining approval to do testing for our NPDES permit. The re-accreditation was successful.

Work continues on the aeration upgrade project with the first basin and blower building nearing completion. The second basin retrofit (of three) will commence immediately following.

Recent progress: The blowers were delivered and installed, and the diffuser grid is in place but is waiting on replacement parts resulting from a design-fabrication issue. The main power feeds are being installed and should be completed by the end of May. Also, the mixers were delivered but incurred shipping damage. Both issues are under review and we do not expect project delays (see photo on next page).

Modified oxidation ditch with diffuser grid in place



Legislation Text

File #: 14-816, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: WPFC 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Water Pollution Control Facility (WPFC) 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11.

Staff Contact

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

Fiscal Impact

The total cost of construction including contingency, construction management, and inspection is estimated at \$2,250,000. The engineer's estimate of construction costs is \$1,700,000.

Funding for this project is approved as part of CIP 10-11 Treatment Plant Exp-Biosolids with funding provided from the Sewer Enterprise Fund. The project is also included in the State Revolving Fund (SRF) loan secured by the City for the 2015 Water Pollution Control Facility Improvements - Phase III Pond System Enhancements. The California State Water Resources Control Board (SWRCB) SRF loan was approved by Council on July 1, 2014 for an amount of \$1,383,430. The Pond System Enhancement Project is included in the three phase SRF loan including the aeration project (CIP #12-02) and the mechanical bar screen replacement project (CIP #14-02).

There is no impact to the General Fund.

Background

The City of Woodland has planned several projects as part of the improvements to the City's WPFC, including: the aeration improvement project (under construction), replacement of the mechanical bar screens (under construction), and this pond system enhancements project.

The project involves the design of a soil/cement lining system for ponds 9 and 10, piping modifications between existing ponds, and the Vaccon debris drying bed. A map of the ponds is attached.

Discussion

As part of the planning effort, the WPCF pond system was evaluated for ways to improve operations and odor control. The identified improvements include: continuing the pond lining program by lining ponds 9 and 10 and piping modifications to improve the flow of water in the pond system to provide capping water more efficiently. Capping water is the use of treated effluent to cap the ponds in order to reduce odors from the

ponds. The SWRCB also requires wastewater ponds to be lined to minimize the chances of groundwater contamination. Lining the ponds also reduces maintenance costs for biosolids handling.

The Vaccon is a piece of equipment that is used to remove water and debris for the maintenance of the sewer collection and water distribution systems. An all-weather pad is needed for the vehicle to unload debris in the pond area for drying before the debris is landfilled.

The WPFC received the new NPDES permit governing waste discharge requirements. The permit became effective December 1, 2014. The permit includes a section on Construction, Operation, and Maintenance Specifications under Special Provisions. An excerpt from the section requiring the pond lining completed by December 2015 is included below:

“The Discharger uses south ponds 9, 10, and 11 for sludge stabilization. The remaining nine south ponds are used for odor control. The Discharger is treating the three sludge pond bottoms with a lime and cement mixture to reduce permeability and allow sludge removal operations. The lime-cement treatment of the bottom of Pond 11 was completed in 2012. Treatment of the bottoms of Pond 9 and Pond 10 will be completed by 1 December 2015.”

The SRF loan agreement also requires the lining of the ponds to be completed by November 30, 2015.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Water Pollution Control Facility (WPFC) 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11.

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utilities Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution

Attachment B - Pond System Map

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING
THE PLANS AND SPECIFICATIONS FOR THE WATER POLLUTION CONTROL
FACILITY (WPCF) 2015 IMPROVEMENT PROJECT (POND SYSTEM ENHANCEMENTS),
CIP 10-11, AND AUTHORIZING BID ADVERTISEMENT.**

WHEREAS, the City of Woodland approved the 2014/2015 Capital Budget and included CIP 10-11 as part of the Capital Budget (the "Project"); and

WHEREAS, the City has the authority to approve projects for bid; and

WHEREAS, the City Council desires to expend the sewer enterprise funds to design and construct the Project; and

WHEREAS, the City Council approved the California State Water Resources Control Board (SWRCB) SRF loan on July 1, 2014 for an amount of \$1,383,430.

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

Section 1. The City Council hereby approves the plans and specifications and authorizes advertisement for bids for the WPCF 2015 Improvement Project (Pond System Enhancements), CIP 10-11.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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



Layout of City of Woodland WPCF Pond System

Legislation Text

File #: 14-818, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Increase the Fiscal Year 2014/2015 Literacy Program Budget by \$11,740.00

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing an increase to the Literacy Program Budget from \$70,375.00 to \$82,115.00, a total increase of \$11,740.00, in support of additional literacy program costs.

Staff Contact

Greta Galindo, Woodland Public Library Director, 530-661-5980;
Greta.galinda@cityofwoodland.org

Council Goal

Quality Of Life - Identify opportunities to restore funding to expand recreation programs and library services.

Fiscal Impact

The \$11,740.00 total increase the Literacy Program Budget is due to two reasons:

1. The Woodland Public Library Program has increased enrollment of adult students from 25 students to 65 students necessitating the purchase of additional supplies, curriculum, computers, and materials.
2. Through Measure J a full time Family Literacy Coordinator position was funded, additional support for this position in the form of trainings and support materials is funded through the literacy program budget.

The additional funding is fully funded through existing Literacy Program revenues. The estimated Literacy Program revenue for Fiscal Year 2014/2015 is \$90,929.00. The current Literacy Program revenue is \$83,429.00

Discussion

The City Council approved the Fiscal Year 2014/2015 Literacy Program Budget of \$70,375.00 based on estimates of California State Library Funding for the library literacy programs. The California State Library received additional funding from the State of California that was not anticipated when developing the Fiscal

Year 2014/2015 Literacy Program Budget. This additional funding along with the passage of Measure J allowed the Woodland Public Library to further develop its adult and family literacy programming. These additional funds are in support of the increased programming.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing an increase to the Literacy Program Budget from \$70,375.00 to \$82,115.00, a total increase of \$11,740.00, in support of additional literary program costs.

Prepared by: Greta Galindo, Library Services Director

A handwritten signature in cursive script, appearing to read "Paul Navazio".

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN INCREASE TO THE FISCAL YEAR 2014/2015 LITERACY
PROGRAM BUDGET**

WHEREAS, the City of Woodland staff wishes to increase the Fiscal Year 2014/2015 Literacy Program Budget, budget code 301-7720, from \$ 70,375.00 to \$82,115.00; and

WHEREAS, the additional funding is fully funded through existing Literacy Program revenues, budget code 301, and the estimated Literacy Program revenue for Fiscal Year 2014/2015 is \$90,929.00, and the current Literacy Program revenue is \$83,429.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that the Literacy Program Budget shall be increased to \$82,115.00.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

Legislation Text

File #: 14-835, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Increase the Fiscal Year 2014/2015 Used Oil Grant Budget by \$4,200

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2014/15 appropriation of \$4,200 in the Used Oil Grant Fund for a total appropriation of \$20,142.

Staff Contact

Johanna Currie - Senior Management Analyst - 530-661-5902
johanna.currie@cityofwoodland.org

Fiscal Impact

This action will increase the appropriations from \$15,972 to \$20,172, for a total increase of \$4,200 in the Used Oil Recycle Grant Fund. This increase will be offset by grant reimbursements.

Discussion

In June 2014, Environmental Services received a Used Oil Grant in the amount of \$27,674 that needed to be spent by April 2016. The FY 2014/15 budget had already been approved with no appropriations for this particular grant.

The Used Oil Grant will incur approximately \$4,200 in expenses between now and the end of the fiscal year. Because there is currently insufficient money budgeted in the Used Oil Grant Expenditure Account, these invoices cannot be paid. Public Works is requesting the increase so that invoices can be paid in FY 2014/15. Remaining grant funds will be appropriated and spent in the FY2015/16 budget.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, authorizing an additional FY 2014/15 appropriation of \$4,200 in the Used Oil Grant Fund for a total appropriation of \$20,142.

Prepared by: Johanna Currie
Senior Management Analyst

Reviewed by: Gregor G. Meyer

Public Works Director

A handwritten signature in cursive script, reading "Paul Navazio".

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN INCREASE TO THE FISCAL YEAR 2014/2015 USED OIL GRANT
BUDGET**

WHEREAS, In June 2014, Environmental Services received a Used Oil Grant in the amount of \$27,674 that needed to be spent by April 2016; and

WHEREAS, the Used Oil Recycle Grant Fund has insufficient appropriations to expend the grant award; and

WHEREAS, the City of Woodland expects to have \$4,200 in grant related expenses between now and the end of the fiscal year, staff now wishes to increase the Fiscal Year 2014/2015 Used Oil Grant appropriations from \$ 15,972 to \$20,172; and

WHEREAS, the additional funding will be offset by reimbursement from the grant that will be submitted in FY 2015/16; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND that the FY 2014/15 Used Oil Grant Fund appropriation shall be increased by \$4,200.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

Legislation Text

File #: 14-819, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Intent to Levy Assessment: Spring Lake and Gateway Lighting & Landscaping Districts

Recommendation for Action: Staff recommends that the City Council approve and adopt:

- 1) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 2) Resolution No. _____, to Preliminarily Approve the Engineer's Annual Levy Report and the Levy and Collection of Annual Assessments; and
- 3) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Spring Lake Lighting & Landscaping Districts and
- 4) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 5) Resolution No. _____, to Preliminarily Approve the Engineer's Annual Levy Report and the Levy and Collection of Annual Assessments; and
- 6) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Gateway Lighting & Landscaping Districts

Staff Contact

Adam Devlin, Senior Accountant, (530)661-5836, adam.devlin@cityofwoodland.org

Fiscal Impact

If approved, the Spring Lake District would generate \$1,015,445 in revenues to offset costs of District maintenance. The proposed assessment for the Gateway District would generate \$115,154 in revenues, which is consistent with the FY2015/16 assessment.

The following table shows a comparison, by zoning type, of the maximum assessment, the FY14/15 actual assessment and the proposed FY15/16 assessment:

<u>Zoning</u>	<u>Maximum Levy</u>	<u>FY15/16 Proposed Levy</u>	<u>FY 14/15 Levy</u>
SPRING LAKE L&L DISTRICT			
Single Family Developed Residential R3	\$1,371.45	\$614.38	\$514.77
Single Family Developed Residential R4	\$1,179.51	\$540.38	\$446.62
Single Family Developed Residential R5	\$1,064.34	\$495.98	\$405.72
Single Family Developed Residential R8	\$891.60	\$429.37	\$344.38
Single Family Developed Residential R15	\$583.10	\$304.03	\$238.38
Single Family Developed Residential R20	\$544.71	n/a	n/a
Single Family Developed Residential R25	\$521.68	\$280.35	\$216.57
Neighborhood Commercial Per Acre	\$14,138.95	\$429.37	\$2,616.53
GATEWAY L&L DISTRICT			
Per Acre	\$3,649.37	\$2,235.13	\$1,814.84

Background

The Landscaping and Lighting Act of 1972 (“the Act”) authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Spring Lake and Gateway L&L Districts. A brief description of each District is as follows:

- Spring Lake L&L: All property located in the Spring Lake Specific Plan area, which is located in the southeast portion of the City, generally bounded to the north by Gibson Road, to the east by County Road 102, to the south by County Road 25A and generally to the west by County Road 101. There is a portion of the District immediately north of the extension of County Road 24A that extends west of State Highway 113. The District was formed in 2005 and is currently being assessed at well below the maximum assessment amount. This District formation report included an annual CPI escalator, which can continue indefinitely.
- Gateway L&L: Located in the southeast portion of the City, generally bounded to the north by Interstate 5, to the east by County Road 102, to the south by Bronze Star Drive and generally to the west by the City boundaries. The District was formed in 2008 and is currently being assessed below the maximum assessment amount. This District formation report included an annual CPI escalator, which can continue indefinitely.

Discussion

An annual Engineer’s Report is required for each District, which describes the District boundaries and the proposed improvements to be assessed to the property owners located within the District. The Report also shows a calculation of a Maximum Assessment and a Proposed Assessment. The Maximum Assessment is equal to the initial assessment determined at District formation, adjusted each year for inflation; the Maximum Assessment is calculated independent of the District’s annual budget and proposed annual assessment. The Proposed Assessment is calculated based on the City’s operating budget and estimation of maintenance operations required for the fiscal year. The District Engineer’s Reports were prepared by Koppel & Gruber Public Finance and are attached for Council’s review.

The increase in assessments between FY2014/15 and 2015/16 is due primarily to the increasing water costs. The extra budget is needed to fully recover the water consumption costs and maintain an adequate fund reserve.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer’s Reports and call for a public hearing. A public hearing is required to complete the levy process. This public hearing is scheduled for July 7, 2015. Following the public hearing, Council may direct changes to the Engineer’s Reports or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council approve and adopt:

- 1) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 2) Resolution No. _____, to Preliminarily Approve the Engineer’s Annual Levy Report and the Levy and Collection of Annual Assessments; and
- 3) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Spring Lake Lighting & Landscaping Districts and
- 4) Resolution No. _____, to Initiate Proceedings for the Annual Levy and Collection of Assessments;
- 5) Resolution No. _____, to Preliminarily Approve the Engineer’s Annual Levy Report and the Levy and Collection of Annual Assessments; and

6) Resolution No. _____, Declaring Intention to Conduct a Public Hearing on July 7, 2015 for the Gateway Lighting & Landscaping Districts

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer

A handwritten signature in cursive script, appearing to read "Paul Navazio".

Paul Navazio, City Manager

Attachments

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
INITIATING PROCEEDINGS FOR THE CITY OF WOODLAND GATEWAY
LANDSCAPING AND LIGHTING DISTRICT, AND THE LEVY AND COLLECTION
OF ASSESSMENTS FOR FISCAL YEAR 2015/2016 PURSUANT TO THE PROVISIONS
OF THE LANDSCAPING AND LIGHTING ACT OF 1972**

WHEREAS, the City Council by previous Resolutions formed and approved the maximum annual assessment rates for the City of Woodland Gateway Landscaping and Lighting District (“District”), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500)* (“Act”); and,

WHEREAS, the Act provides the City Council the authority to annually levy and collect assessments for the District on the Yolo County tax roll on behalf of the District to pay the maintenance, services, and operation of facilities and improvements related thereto; and,

WHEREAS, the City Council desires to initiate proceedings for the levy and collection of annual assessments against lots and parcels of land within the District for Fiscal Year 2015/2016 pursuant to provisions of the Act; and,

WHEREAS, the City Council has retained Koppel & Gruber Public Finance for the purpose of preparing and filing an Engineer’s Report (the “Report”) with the City Clerk; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The City Council hereby appoints Koppel & Gruber Public Finance as the District Assessment Engineer, and orders Koppel & Gruber Public Finance to prepare the Report concerning the District and the levy of assessments for Fiscal Year 2015/2016, in accordance with *Chapter 1, Article 4, beginning with Section 22565* of the Act.

The Engineer’s Report shall contain the following:

- a) A Description of Improvements;
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);
- c) The Method of Apportionment and the proposed amount to be levied and collected against each Assessor Parcel within District for Fiscal Year 2015/2016; and
- d) An exhibit showing the boundaries of the District

RESOLUTION NO: _____

Upon completion of the Report, said Report shall be filed with the City Clerk, who shall submit the same to the City Council for its consideration pursuant to *Section 22586* of the Act.

Section 2 The proposed improvements for the District include but are not limited to: the maintenance and operation of public landscaping services and appurtenant facilities, maintenance and operation of street lighting and appurtenant facilities, and maintenance and operation of storm drainage and other appurtenant facilities related thereto. The Report describes in more detail the items to be maintained and serviced.

Section 3 The City Council hereby determines that to provide the improvements described in Section 2 of this resolution, it is necessary to levy and collect assessments against lots and parcels within the District.

Section 4 The Finance Officer of the City of Woodland is hereby authorized and directed to take any and all action necessary and appropriate in connection with the annual levy and collection of assessments for the District.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
PRELIMINARY APPROVING THE CITY OF WOODLAND GATEWAY
LANDSCAPING AND LIGHTING DISTRICT ENGINEER'S REPORT, AND THE
LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2015/2016**

WHEREAS, the City Council has by previous Resolution ordered the preparation of the Fiscal Year 2015/2016 Annual Engineer's Report in connection with the City of Woodland Gateway Landscaping and Lighting District ("District"), and levy and collection of assessments against lots and parcels of land within the territory for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, to pay the maintenance, servicing, and operation of the improvements, pursuant to provisions of the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* ("Act"); and,

WHEREAS, the District Assessment Engineer has prepared and filed with the City Clerk and the City Clerk has now presented to the City Council the Engineer's report entitled "City of Woodland Gateway Landscaping and Lighting District Engineer's Report Fiscal Year 2015/2016" (the "Report"); and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the District, each and all of the budget items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the special benefits received from the improvements, operation, maintenance, and services to be performed, as set forth in said Report.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The above recitals are all true and correct.

Section 2 The Report, as presented, consists of the following:

- a) A Description of Improvements;
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);
- c) The Method of Apportionment and the proposed amount to be levied and collected against each Assessor Parcel within District for Fiscal Year 2015/2016; and
- d) An exhibit showing the boundaries of the District

Section 3 The Report is hereby preliminary approved, and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

RESOLUTION NO: _____

The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
DECLARING ITS INTENTION TO CONDUCT A PUBLIC HEARING ON THE
MATTER OF ASSESSMENTS AND ORDER THE LEVY OF ASSESSMENTS FOR THE
CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT,
FISCAL YEAR 2015/2016 PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972**

WHEREAS, the City Council has by previous Resolution, initiated proceedings for the levy and collection of assessments against lots and parcels of land within the City of Woodland Gateway Landscaping and Lighting District (“District”) for Fiscal Year 2015/2016 pursuant to the provisions of the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (“Act”).

WHEREAS, the Act provides the City Council the authority to annually levy and collect assessments for the District on the Yolo County tax roll on behalf of the District to pay the maintenance, services, and operation of facilities and improvements related thereto; and,

WHEREAS, the City Council has retained Koppel & Gruber Public Finance as the District Assessment Engineer for the Annual Levy of the District, and to prepare and file an Engineer’s Report (“Report”) with the City Clerk in accordance with the Act, and that said Report has been prepared and filed with the City Clerk and presented to the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND GATEWAY LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The above recitals are all true and correct.

Section 2 The City Council hereby declares its intention to levy and collect assessments against lots and parcels of land within the District for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, to pay the costs and expenses of the improvements which are described in the Report. The City Council finds that the public’s best interest requires such levy and collection.

Section 3 The territory of the District is within the boundaries and jurisdiction of the District, and the City of Woodland within the County of Yolo, State of California. The boundary map describing the District is on file with the City Clerk and is hereby incorporated by reference into this Resolution. The District is designated as the “City of Woodland Gateway Landscaping and Lighting District.”

Section 3 The proposed improvements for the District are briefly described as the maintenance and operation of and the furnishing of services and materials for the improvements within the District including, but not limited to, the maintenance and operation of public landscaping services and appurtenant facilities, maintenance and operation

RESOLUTION NO: _____

of street lighting and appurtenant facilities, and maintenance and operation of storm drainage and other appurtenant facilities related thereto. The Engineer's Report describes in more detail the items to be maintained and serviced.

Section 4 The District Assessment Engineer has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council a Report, in connection with the proposed improvements, a description of an annual inflationary adjustment that will be applied to the assessments in subsequent fiscal years and levy and collection of assessments against lots and parcels of land within the District for Fiscal Year 2015/2016 in accordance with *Chapter 1, Article 4* of the Act, and the City Council did by Resolution approve such Report. Reference is hereby made to said Report for a detailed description of improvements, the boundaries of the District, and the proposed assessments upon assessable lots and parcels of land within the District.

Section 5 The City Council hereby declares its intention to conduct a Public Hearing concerning the improvements and the levy of assessments for the District in accordance with *Chapter 2, Article 1, Section 22590* of the Act. Notice is hereby given that on **Tuesday, July 7th, 2015**, at 6:00 PM; the City Council will hold a Public Hearing for the District for Fiscal Year 2015/2016, or as soon thereafter as feasible. The Public Hearing will be held in the City Council's regular meeting chambers located at 300 First Street, Woodland, California, at the time so fixed. At the hearing, all interested persons shall be afforded the opportunity to hear and be heard.

Section 6 Pursuant to sections 22626, 22552 and 22553 of the 1972 Act and 6061 of the Government Code, the City Clerk shall give notice of the time and place of the Public Hearing by causing publishing of this Resolution of Intention one time at least 10 days prior to the Public Hearing in the local newspaper, and by posting a copy of this Resolution on the official bulletin City Council customarily used by the City Council for the posting of notices.

Section 7 The Mayor, City Clerk, the City Manager, the City Council and such officers and employees of the City as are appropriate, are authorized and directed to execute such other documents and take such further action as shall be consistent with the intent and purpose of this Resolution.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez



**CITY OF WOODLAND
GATEWAY LANDSCAPING AND LIGHTING
DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2015/2016**

JUNE 17, 2015

KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

T. 760.510.0290
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TABLE OF CONTENTS

I. OVERVIEW	1
II. PLANS AND SPECIFICATION.....	3
A. GENERAL DESCRIPTION OF THE DISTRICT	3
B. DESCRIPTION OF IMPROVEMENTS TO BE MAINTAINED AND SERVICES	3
C. LANDSCAPING AND APPURTENANT IMPROVEMENTS	3
D. STREET LIGHTING/TRAFFIC SIGNALS AND APPURTENANT IMPROVEMENTS	4
E. DESCRIPTION OF MAINTENANCE AND SERVICES	4
III. ESTIMATE OF COSTS.....	5
A. ESTIMATE OF COSTS TABLE.....	5
B. DESCRIPTION OF COST ITEMS.....	6
IV. METHOD OF APPORTIONMENT.....	7
A. GENERAL	7
B. SPECIAL BENEFIT ANALYSIS	7
C. ASSESSMENT METHODOLOGY	8
D. ASSESSMENT RANGE FORMULA.....	9
V. ASSESSMENT ROLL.....	11
VI. DISTRICT DIAGRAM.....	11

I. OVERVIEW

A. INTRODUCTION

This report constitutes the annual update of the Engineer's Report for the City of Woodland ("City") Gateway Landscaping and Lighting District ("District") for fiscal year 2015/2016 which provides updated information regarding the budget and factors that affect the assessment. The District was formed in July 2008 to provide funding for the maintenance of certain public improvements including but not limited to landscaping, street trees, street lighting, traffic signals, drainage, and other improvements or appurtenant facilities within the District's boundaries. This report relies on the assessment methodology and benefit analysis from the Engineer's Report prepared at the time of formation and approved by the property owners through a Proposition 218 balloting procedure.

The City Council pursuant to the provisions of the Landscaping and Lighting Act of 1972, Being Division 15, Part 2 of the Streets and Highways Code of the State of California, beginning with Section 22500 (the "1972 Act"), Article XIID of the Constitution of the State of California ("Article XIID"), and the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 and following) (the "Implementation Act") (the 1972 Act, Article XIID and the Implementation Act are referred to collectively as the "Assessment Law") desires to levy and collect annual assessments against lots and parcels within the District in the fiscal year commencing July 1, 2015 and ending June 30, 2016 to pay for the operation, maintenance and servicing of landscaping, lighting, drainage and all appurtenant facilities. The assessment rates set for fiscal year 2015/2016 as set forth in this Engineer's Report do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through a property owner ballot procedure in order to establish the 2015/2016 assessment rates.

B. CONTENTS OF ENGINEER'S REPORT

This Engineer's Report ("Report") describes the District boundaries and the proposed improvements to be assessed to the property owners located within the district. The Report is made up of the following sections.

Section I. Overview – Provides background information on the proposed District and an introduction to the Report.

Section II. Plans and Specifications – Contains a general description of the improvements that are to be maintained and serviced by the District.

Section III. Estimate of Costs – Identifies the cost of the maintenance and services to be provided by the District including incidental costs and expenses. This includes both the maximum assessment rates and the proposed Fiscal Year 2015/2016 assessment rates.

Section IV. Method of Apportionment – Describes the basis in which costs have been apportioned to lots and parcels within the District, in proportion to the special benefit received by each lot and parcel.

Section V. Assessment Roll – The assessment roll identifies the 2015/2016 assessment to be levied to each lot or parcel within the District.

Section VI. Assessment Diagram – Displays a diagram of the District showing the exterior boundaries of the District at the time the District was formed.

Each lot or parcel within the District is assessed proportionately for only the improvements and services that are determined to be special benefit. For this report, each lot or parcel to be assessed, refers to an individual property assigned its own Assessment Parcel Number by the Yolo County (“County”) Assessor’s Office as shown on the last equalized roll of the assessor.

Following the conclusion of the Public Hearing scheduled for July 7, 2015, the City Council will confirm the Engineer’s Report as submitted or amended and may order the collection of assessments for Fiscal Year 2015/2016.

II. PLANS AND SPECIFICATION

A. GENERAL DESCRIPTION OF THE DISTRICT

The territory within the District consists of all lots, parcels and subdivisions of land as shown on the Boundary Map titled “Map of Proposed Boundaries of the City of Woodland Gateway Landscaping and Lighting District” contained within this report in Section VI. At the time of formation the District contained three (3) original large parcels that have subdivided into twelve (12) commercial sites.

The District is generally bounded to the north by Interstate 5, to the east by County Road 102, to the south by Bronze Star Drive, and generally to the west by the City boundaries.

B. DESCRIPTION OF IMPROVEMENTS TO BE MAINTAINED AND SERVICES

The District, through the levy of special assessments, provides funding for ongoing maintenance, operation and servicing of landscaping, lighting, drainage and other improvements or appurtenant facilities located within the public rights-of-ways and dedicated easements located within the District. These improvements may include, but are not limited to, all materials, equipment, utilities, labor, and appurtenant facilities related to the ongoing maintenance of the improvements.

Maintenance services will be provided by City personnel and/or private contractors. The improvements maintained and services provided by the District are generally described in Sections II C, II D and II E below.

C. LANDSCAPING AND APPURTENANT IMPROVEMENTS

Landscaping improvements (the “Landscaping Improvements”) include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, ornamental lighting structures, masonry block walls and other fencing, entryway monuments, bus shelters and other appurtenant items located in right of ways, parkways, greenbelts, and other easements dedicated to the City and located within the boundaries the District or adjacent to the District and that were required to be installed as a condition of the development.

Landscaping Improvements include but are not limited to the following:

- Landscape parkways on the major arterial roadways and collector roads of the project including Maxwell Avenue, American Drive, Veterans Drive, County Road 102 and the future I-5 freeway off ramp;
- Landscaping and plant/debris removal of the offsite detention pond;
- Graffiti removal, paint, wall and fence repairs for the project entry monuments and fencing on the offsite detention pond; and
- Transit facilities including bus shelters.

For the landscaping improvements specifically, the City’s costs were estimated assuming the City will provide a Mode II level of service. Mode II is a mid level of service and

represents a level of maintenance where some tolerance is allowed to maintenance problems such as litter, weeds, pruning and irrigation repairs.

D. STREET LIGHTING/TRAFFIC SIGNALS AND APPURTENANT IMPROVEMENTS

Street lighting improvements (“Lighting Improvements”) include but are not limited to poles, signs, fixtures, bulbs, conduit, conductors, equipment including posts and pedestals, metering devices, energy costs and appurtenant facilities as required to provide lighting and traffic signals in public streets, sidewalk easements and other easements dedicated to the City and located within the boundaries of the District or adjacent to the District and that were required to be installed as a condition of the development.

Lighting Improvements include but are not limited to the following;

- Street lighting throughout the arterial, collector, and local roadways totaling approximately 32 lights;
- Traffic signals and appurtenant facilities at two (2) signalized intersections located at County Road 102 and Maxwell Avenue and at Bronze Star Drive and American Drive; and
- Lighting facilities located at and for the project entry monuments.

Detailed maps and descriptions of the location and extent of the specific improvements to be maintained by the District are on file in the Office of Public Works and by reference are made part of this Report.

E. DESCRIPTION OF MAINTENANCE AND SERVICES

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of Landscaping Improvements and Lighting Improvements (“Improvements”) and appurtenant facilities, including repair, removal or replacement of all or part of any of the Improvements or appurtenant facilities; providing for the life, growth, health and beauty of the Landscaping Improvements including cultivation, drainage, irrigation, trimming, mowing, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting, repair of fencing and painting of walls and fencing and other improvements to remove or cover graffiti.

Servicing means the furnishing of water and electricity for the irrigation of the Landscaping Improvements or appurtenant facilities including any decorative lighting and the furnishing of electric current or energy, gas or other illuminating agent for the Lighting Improvements. The Lighting Improvements shall be serviced to provide adequate illumination. Servicing also allows for the replacement of the facilities in order to maintain them in proper working order and to provide specific benefit to the District.

III. ESTIMATE OF COSTS

A. ESTIMATE OF COSTS TABLE

Below are the estimated costs of maintenance and services for the District including incidental costs and expenses. This includes both the Maximum Budget expected based on full maturity of the landscaping (subject to an annual inflator – see Section IV D) and the Proposed Fiscal Year 2015/2016 budget.

DIRECT COST ITEMS	MAXIMUM BUDGET^[1]	PROPOSED FY 2015/2016 BUDGET
Landscaping Maintenance	\$92,097.84	\$71,407.00
Tree Maintenance	32,954.58	11,620.00
Street Lighting	7,362.84	7,815.00
Traffic Signals	29,576.14	9,312.00
Fence Repairs and Maintenance	1,853.19	2,500.00
Graffiti and Entry Way Maintenance	1,186.48	2,850.00
Bus Shelter Repair and Maintenance	2,044.12	1,650.00
Appurtenant Facility Maintenance	5,465.97	0.00
DIRECT COST SUBTOTAL	\$172,541.15	\$107,154.00
INCIDENTAL COSTS/EXPENSES		
City Administration	\$4,367.78	\$4,000.00
Consultant/County Administration	4,367.78	4,000.00
Reserve Fund Contingency	6,738.87	0.00
INCIDENTAL COSTS SUBTOTAL	\$15,474.43	\$8,000.00
TOTAL ASSESSMENT	\$188,015.58	\$115,154.00
 Total Assessors Parcels	12	12
Total Levied Acreage	51.52	51.52
Assessment Per Acre	\$3,649.37	\$2,235.13

^[1] Though individual cost items may exceed the maximum budget on a line by line basis the total fiscal year assessment will not exceed the maximum budgeted assessment.

B. DESCRIPTION OF COST ITEMS

The following is a brief description of the cost items for the District included in the table above.

Direct Cost Items – This includes the costs of maintaining and servicing the Improvements. This may include, but is not limited to, the costs for labor, utilities, equipment, supplies, repairs, replacements and upgrades that are required to properly maintain the Improvements that provide a special benefit to property within the District.

Incidental Costs and Expenses – This includes the indirect costs not included above that are necessary to properly maintain the district on an annual basis.

- **City Administration** – Estimated costs incurred by the City for management and administration of the District, including actions associated with the levy and collection of assessments, education, response to inquiries or concerns of the public and the cost to publish public notices required for City Council action relating to the District.
- **Consultant/County Administration** – This is the estimated annual cost to the District for calculating the annual assessments, monitoring parcel changes and final map approvals, preparing the Engineer's Report for City Council approval, placing the assessments on the County tax roll, and the fees the County charges to collect the assessments on the tax bill.
- **Reserve Fund/Contingency** – The reserve fund provides a funding source to pay for unanticipated infrequent maintenance requirements that may be required for the District. It also provides a source of funds to operate the District from July through December while waiting for the County property tax distributions that typically occur in January and May for the fiscal year beginning in July. It is intended that the reserve fund will be funded by assessments during the initial year of assessment prior to the installation of all of the improvements.

IV. METHOD OF APPORTIONMENT

A. GENERAL

The Implementation Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of street lights, traffic signals, landscaping and drainage facilities.

Streets and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than the assessed value.

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

In addition, Article XIIID and the Implementation Act require that a parcel’s assessment may not exceed the reasonable cost for the proportional special benefit conferred to that parcel. Article XIIID and the Implementation Act further provides that only special benefits are assessable and the City must separate the general benefits from the special benefits. They also require that publicly owned properties which specifically benefit from the improvements be assessed.

B. SPECIAL BENEFIT ANALYSIS

As determined in the formation Engineer’s Report, each of the proposed improvements and the associated costs and assessments within the District were reviewed, identified and allocated based on special benefit pursuant to the provisions of Article XIIID, the Implementation Act, and the Streets and Highways Code Section 22573.

Proper maintenance and operation of landscaping, street trees and streetlights provides special benefit to adjacent properties by providing community character, security, safety and vitality. In addition, the Improvements will enhance the ability of property owners to attract and maintain customers as well as increase the viability of commercial development. Lastly, the maintenance of each of the Improvements listed above were required by the Final Conditions of Approval, Item 87 which was recorded as part of the Memorandum of Agreement between the City and the developer on August 10, 2006, Document number 2006-0031291-00 which is on file with the City Clerk.

Landscaping Special Benefit

Trees, landscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property value. The entry way monuments to the project provide enhanced visibility and a draw for customers thus increasing the benefit to property owners with the District.

Specifically the Landscaping Improvements provide a sense of ownership and a common theme in the community providing aesthetic appeal and increased desirability of properties.

- Landscaping and street trees within the parkways and the entry way monuments provide special benefit to those developments that are located with the District.

Landscaping General Benefit

The Improvements will be installed to directly benefit the property owners in the District and to enhance business and development opportunities. As part of the project approval process, the project was conditioned to maintain the landscaping, lighting and appurtenant facilities. Therefore, it has been determined that there are no general benefits associated with the Landscaping Improvements.

All of the preceding special benefits contribute to a specific enhancement and desirability of each of the assessed parcels within the District. Although the improvements may include landscaping and lighting improvements and other amenities available or visible to the public at large, the construction and installation of these Improvements are only necessary for the development of properties within the District and are not required nor necessarily desired by any properties or developments outside the District boundary. Therefore, any public access or use of the improvements by others is incidental and there is no measurable general benefit to properties outside the District or to the public at large.

Public Lighting Special Benefit

The operation, maintenance and servicing of lighting and traffic signals along local streets, collector and arterial streets of a development provides the following special benefits:

- Improved security of lots and parcels within the development;
- Improved ingress and egress to properties;
- Improved nighttime visibility for the local access of emergency vehicles;
- Improved safety and traffic circulation to and from parcels; and
- Increased deterrence of crime and aid to police and emergency vehicles.

Street lights and signals located at arterials and local streets are considered 100% special benefit to the developments taking direct access at those intersections.

Street lights General Benefit

Similar to the Landscaping Improvements described above, the Lighting Improvements are required to be installed and maintained as part of project approval process and confer a special benefit to the property in the District by creating enhanced business and development opportunities. Therefore, it has been determined that there are no general benefits associated with Lighting Improvements.

C. ASSESSMENT METHODOLOGY

To establish the special benefit to the individual lots and parcels within the District a formula that spreads the costs of the maintenance based on the special benefit must be

established. The Improvements have been reviewed and a formula has been established to apportion the maintenance costs based on benefit.

The method of assessment is based on the acreage of each parcel located within the District. The parcel's acreage was determined based on Assessor Parcel maps or other sources.

Based on the above formula the Table below provides the proposed rates for Fiscal Year 2015/2016.

No. of Parcels	Total Acreage	Maximum Acreage Rate	Proposed Fiscal Year 2015/2016 Acreage Rate
12	51.52	\$3,649.37 per acre or portion thereof	\$2,235.13 per acre or portion thereof

The following formula is used to calculate each parcel's maximum assessment (proportional benefit):

$$\frac{\text{Total Assessment (Proposed Maximum Budget)} \div \text{Total Acreage}}{\text{Maximum Acreage Rate}} =$$

$$\text{Parcel Acreage} \times \text{Maximum Acreage Rate} = \text{Maximum Levy Rate}$$

The following formula is used to calculate each parcel's Fiscal Year ("FY") assessment (proportional benefit):

$$\frac{\text{Total Assessment (Proposed FY Budget)} \div \text{Total Acreage}}{\text{FY Acreage Rate}} =$$

$$\text{Parcel Acreage} \times \text{FY Acreage Rate} = \text{FY Levy Rate}$$

D. ASSESSMENT RANGE FORMULA

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring the District to go through the requirements of Proposition 218 in order to get a small increase. This District provides for an annual adjustment to the Maximum Assessment Rate per EBU based on the Engineering News Record Common Labor Cost Index.

The Assessment Range Formula shall be applied to all future assessments within the District beginning in fiscal year 2015/2016. Generally, if the proposed annual assessment for the current fiscal year is less than or equal to the calculated Maximum Assessment, then

the proposed annual assessment is not considered an increased assessment. The Maximum Assessment is equal to the initial Assessment (approved by property owners within the District) adjusted annually by the percentage increase in the Engineering News Record Common Labor Cost Index rate for the month of April.

Beginning in the second fiscal year (Fiscal Year 2009/2010) and each fiscal year thereafter, the Maximum Assessment would be recalculated and a new Maximum Assessment established within the District.

The Maximum Assessment is adjusted annually and is calculated independent of the District's annual budget and proposed annual assessment. Any proposed annual assessment is not considered an increased assessment, even if the proposed assessment is greater than the assessment applied in the prior fiscal year.

Although the Maximum Assessment will increase each year, the actual assessment may remain unchanged. The Maximum Assessment adjustment is designed to establish a reasonable limit on assessments. The Maximum Assessment calculated each year does not require or facilitate an increase to the annual assessment and neither does it restrict assessments to the adjustment maximum amount. If the budget and assessment for the fiscal year do not require an increase, or the increase is less than the adjusted Maximum Assessment, then the required budget and assessment may be applied without additional property owner balloting. If the budget and assessments calculated requires an increase greater than the adjusted Maximum Assessment, then the assessment is considered an increased assessment and would be subject to Proposition 218 balloting.

The increase in the Engineering News Record Common Labor Index from April 2014 to April 2015 is 2.51%.

V. ASSESSMENT ROLL

The assessment roll is a listing of the both Maximum Assessment and the Fiscal Year 2015/2016 Assessment apportioned to each lot or parcel, as shown on the Yolo County last equalized roll of the assessor and reflective of the Assessor's Parcel Map(s) associated with the equalized roll. Though the maximum amount is shown below, it is not anticipated that the maximum assessment will be assessed for many years. A listing of parcels proposed to be assessed within this District is shown on the following table.

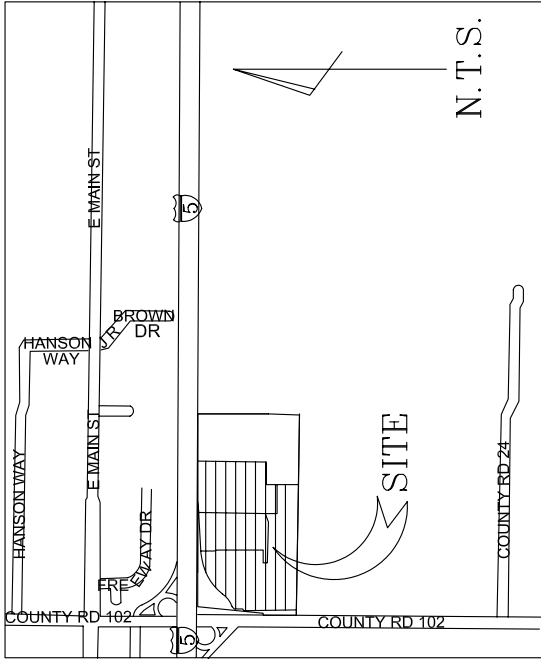
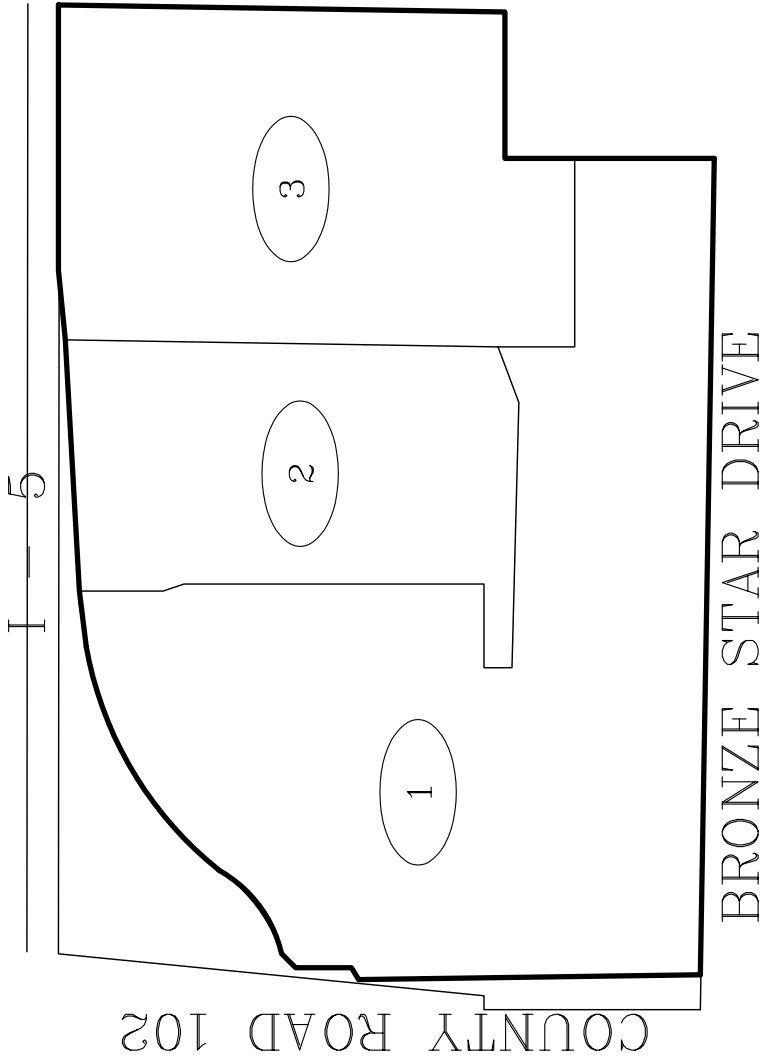
Assessor Parcel Number	Owner Name	Approximate Acreage	Maximum Levy Amount	Fiscal Year 2015/2016 Levy Amount
027-852-003-000	Target Corporation	10.060	\$36,712.67	\$22,485.43
027-852-004-000	Costco Wholesale Corporation	15.170	55,360.96	33,906.95
027-852-010-000	Woodland Development Co. LLC	4.680	17,079.06	10,460.42
027-852-011-000	Woodland Development Co. LLC	1.300	4,744.18	2,905.67
027-852-027-000	Woodland Development Co. LLC	1.270	4,634.70	2,838.62
027-852-017-000	Woodland Development Co. LLC	4.210	15,363.85	9,409.91
027-852-018-000	Woodland Development Co. LLC	1.590	5,802.50	3,553.86
027-852-019-000	Woodland Development Co. LLC	0.810	2,955.99	1,810.46
027-852-022-000	Woodland Development Co. LLC	7.420	27,078.33	16,584.68
027-852-023-000	In-N-Out Burgers	1.530	5,583.54	3,419.75
027-852-024-000	Kim Hong Seok & Flora T	0.970	3,539.89	2,168.08
027-852-025-000	Woodland Development Co. LLC	2.510	9,159.92	5,610.18
	Total*	51.520	\$188,015.58	\$115,154.00

*Total levy amount may vary from figures listed into the Budget due to rounding.

VI. DISTRICT DIAGRAM

The parcels within the Gateway Landscaping and Lighting District consist of all lots, parcels depicted within the boundaries of the District. The District diagram reflecting the exterior boundaries of the District is on file with the City Clerk.

MAP OF PROPOSED BOUNDARIES OF THE
CITY OF WOODLAND
GATEWAY LANDSCAPING AND LIGHTING DISTRICT
COUNTY OF YOLO
STATE OF CALIFORNIA



VICINITY MAP



MAP REF. NO.	ASSESSOR'S PARCEL NO.
1	027-300-86-1
2	027-300-87-1
3	027-300-88-1

Koppel & Gruber
PUBLIC FINANCE

334 Via Vera Cruz
Suite 208
San Marcos, California 92078
Phone (760) 510-0280 Fax (760) 510-0288

NOVEMBER 2007

CITY OF WOODLAND

GATEWAY LANDSCAPING AND LIGHTING DISTRICT

Engineer's Report Fiscal Year 2015-2016

Report Submitted by:

Scott Koppel
Koppel & Gruber Public Finance

Registered Engineer

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
INITIATING PROCEEDINGS FOR THE CITY OF WOODLAND SPRING LAKE
LANDSCAPING AND LIGHTING DISTRICT, AND THE LEVY AND COLLECTION
OF ASSESSMENTS FOR FISCAL YEAR 2015/2016 PURSUANT TO THE PROVISIONS
OF THE LANDSCAPING AND LIGHTING ACT OF 1972**

WHEREAS, the City Council by previous Resolutions formed and approved the maximum annual assessment rates for the City of Woodland Spring Lake Landscaping and Lighting District (“District”), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500)* (“Act”); and,

WHEREAS, the Act provides the City Council the authority to annually levy and collect assessments for the District on the Yolo County tax roll on behalf of the District to pay the maintenance, services, and operation of facilities and improvements related thereto; and,

WHEREAS, the City Council desires to initiate proceedings for the levy and collection of annual assessments against lots and parcels of land within the District for Fiscal Year 2015/2016 pursuant to provisions of the Act; and,

WHEREAS, the City Council has retained Koppel & Gruber Public Finance for the purpose of preparing and filing an Engineer’s Report (the “Report”) with the City Clerk; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The City Council hereby appoints Koppel & Gruber Public Finance as the District Assessment Engineer, and orders Koppel & Gruber Public Finance to prepare the Report concerning the District and the levy of assessments for Fiscal Year 2015/2016, in accordance with *Chapter 1, Article 4, beginning with Section 22565* of the Act.

The Engineer’s Report shall contain the following:

- a) A Description of Improvements;
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);
- c) The Method of Apportionment and the proposed amount to be levied and collected against each Assessor Parcel within District for Fiscal Year 2015/2016; and
- d) An exhibit showing the boundaries of the District.

RESOLUTION NO: _____

Upon completion of the Report, said Report shall be filed with the City Clerk, who shall submit the same to the City Council for its consideration pursuant to *Section 22586* of the Act.

Section 2 The proposed improvements for the District include but are not limited to: the maintenance and operation of public landscaping services including neighborhood parks and appurtenant facilities, maintenance and operation of street lighting and appurtenant facilities, and maintenance and operation of storm drainage and other appurtenant facilities related thereto. The Report describes in more detail the items to be maintained and serviced.

Section 3 The City Council hereby determines that to provide the improvements described in Section 2 of this resolution, it is necessary to levy and collect assessments against lots and parcels within the District.

Section 4 The Finance Officer of the City of Woodland is hereby authorized and directed to take any and all action necessary and appropriate in connection with the annual levy and collection of assessments for the District.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
PRELIMINARY APPROVING THE CITY OF WOODLAND SPRING LAKE
LANDSCAPING AND LIGHTING DISTRICT ENGINEER'S REPORT, AND THE
LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2015/2016**

WHEREAS, the City Council has by previous Resolution ordered the preparation of the Fiscal Year 2015/2016 Annual Engineer's Report in connection with the City of Woodland Spring Lake Landscaping and Lighting District ("District"), and levy and collection of assessments against lots and parcels of land within the territory for the Fiscal Year commencing July 1, 2015 and ending June 30, 2016, to pay the maintenance, servicing, and operation of the improvements, pursuant to provisions of the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* ("Act"); and,

WHEREAS, the District Assessment Engineer has prepared and filed with the City Clerk and the City Clerk has now presented to the City Council the Engineer's report entitled "City of Woodland Spring Lake Landscaping and Lighting District Engineer's Report Fiscal Year 2015/2016" (the "Report"); and,

WHEREAS, the City Council has carefully examined and reviewed the Report as presented, and is preliminarily satisfied with the District, each and all of the budget items and documents as set forth therein, and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the special benefits received from the improvements, operation, maintenance, and services to be performed, as set forth in said Report.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The above recitals are all true and correct.

Section 2 The Report, as presented, consists of the following:

- a) A Description of Improvements;
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);
- c) The Method of Apportionment and the proposed amount to be levied and collected against each Assessor Parcel within District for Fiscal Year 2015/2016; and
- d) An exhibit showing the boundaries of the District.

Section 3 The Report is hereby preliminary approved, and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

RESOLUTION NO: _____

The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of the Report.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO
CITY OF WOODLAND

ss.

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

_____,
City Clerk, Ana Gonzalez

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
DECLARING ITS INTENTION TO CONDUCT A PUBLIC HEARING ON THE
MATTER OF ASSESSMENTS AND ORDER THE LEVY OF ASSESSMENTS FOR THE
CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT,
FISCAL YEAR 2015/2016 PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972**

WHEREAS, the City Council has by previous Resolution, initiated proceedings for the levy and collection of assessments against lots and parcels of land within the City of Woodland Spring Lake Landscaping and Lighting District (“District”) for Fiscal Year 2015/2016 pursuant to the provisions of the *Landscape and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (“Act”).

WHEREAS, the Act provides the City Council the authority to annually levy and collect assessments for the District on the Yolo County tax roll on behalf of the District to pay the maintenance, services, and operation of facilities and improvements related thereto; and,

WHEREAS, the City Council has retained Koppel & Gruber Public Finance as the District Assessment Engineer for the Annual Levy of the District, and to prepare and file an Engineer’s Report (“Report”) with the City Clerk in accordance with the Act, and that said Report has been prepared and filed with the City Clerk and presented to the City Council;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, FOR THE CITY OF WOODLAND SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1 The above recitals are all true and correct.

Section 2 The City Council hereby declares its intention to levy and collect assessments against lots and parcels of land within the District for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, to pay the costs and expenses of the improvements which are described in the Report. The City Council finds that the public’s best interest requires such levy and collection.

Section 3 The territory of the District is within the boundaries and jurisdiction of the District, and the City of Woodland within the County of Yolo, State of California. The boundary map describing the District is on file with the City Clerk and is hereby incorporated by reference into this Resolution. The District is designated as the “City of Woodland Spring Lake Landscaping and Lighting District.”

Section 3 The proposed improvements for the District are briefly described as the maintenance and operation of and the furnishing of services and materials for the improvements within the District including, but not limited to, the maintenance and operation of public landscaping services including neighborhood parks and appurtenant

RESOLUTION NO: _____

facilities, maintenance and operation of street lighting and appurtenant facilities, and maintenance and operation of storm drainage and other appurtenant facilities related thereto. The Report describes in more detail the items to be maintained and serviced.

Section 4 The District Assessment Engineer has prepared and filed with the City Clerk, and the City Clerk has presented to the City Council a Report, in connection with the proposed improvements, a description of an annual inflationary adjustment that will be applied to the assessments in subsequent fiscal years and levy and collection of assessments against lots and parcels of land within the District for Fiscal Year 2015/2016 in accordance with *Chapter 1, Article 4* of the Act, and the City Council did by Resolution approve such Report. Reference is hereby made to said Report for a detailed description of improvements, the boundaries of the District, and the proposed assessments upon assessable lots and parcels of land within the District.

Section 5 The City Council hereby declares its intention to conduct a Public Hearing concerning the improvements and the levy of assessments for the District in accordance with *Chapter 2, Article 1, Section 22590* of the Act. Notice is hereby given that on **Tuesday, July 7th, 2015**, at 6:00 PM; the City Council will hold a Public Hearing for the District for Fiscal Year 2015/2016, or as soon thereafter as feasible. The Public Hearing will be held in the City Council's regular meeting chambers located at 300 First Street, Woodland, California, at the time so fixed. At the hearing, all interested persons shall be afforded the opportunity to hear and be heard.

Section 6 Pursuant to sections 22626, 22552 and 22553 of the 1972 Act and 6061 of the Government Code, the City Clerk shall give notice of the time and place of the Public Hearing by causing publishing of this Resolution of Intention one time at least 10 days prior to the Public Hearing in the local newspaper, and by posting a copy of this Resolution on the official bulletin City Council customarily used by the City Council for the posting of notices.

Section 7 The Mayor, City Clerk, the City Manager, the City Council and such officers and employees of the City as are appropriate, are authorized and directed to execute such other documents and take such further action as shall be consistent with the intent and purpose of this Resolution.

RESOLUTION NO: _____

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES: Council members: _____

NOES: Council members: _____

ABSENT: Council members: _____

ABSTAIN: Council members: _____

Mayor, Tom Stallard

Attest:

City Clerk, Ana Gonzalez



**CITY OF WOODLAND
SPRING LAKE LANDSCAPING AND LIGHTING
DISTRICT
ENGINEER'S REPORT
FISCAL YEAR 2015/2016**

JUNE 16, 2015

KOPPEL & GRUBER
PUBLIC FINANCE

334 VIA VERA CRUZ, SUITE 256
SAN MARCOS
CALIFORNIA 92078

TABLE OF CONTENTS

I. OVERVIEW	1
II. PLANS AND SPECIFICATION.....	3
A. GENERAL DESCRIPTION OF THE DISTRICT	3
B. DESCRIPTION OF IMPROVEMENTS TO BE MAINTAINED AND SERVICES	3
C. DESCRIPTION OF MAINTENANCE AND SERVICES	4
III. ESTIMATE OF COSTS	5
A. ESTIMATE OF COSTS TABLE	5
B. DESCRIPTION OF COST ITEMS.....	6
IV. METHOD OF APPORTIONMENT.....	8
A. GENERAL.....	8
B. SPECIAL BENEFIT ANALYSIS	8
C. ASSESSMENT METHODOLOGY	10
D. ASSESSMENT RANGE FORMULA	17
V. ASSESSMENT ROLL.....	18
VI. DISTRICT DIAGRAM.....	19
APPENDIX	

I. OVERVIEW

A. INTRODUCTION

This report constitutes the annual update of the Engineer's Report for the City of Woodland ("City") Spring Lake Landscaping and Lighting District ("District") for Fiscal Year 2015/2016 which provides updated information regarding the budget and factors that affect the assessment amount. This District was formed in March 2005 to provide funding for the maintenance of certain public improvements including but not limited to landscaping, street lighting, traffic signals, drainage, neighborhood parks and other improvements or appurtenant facilities within the District's boundaries. This report relies on the assessment methodology and benefit analysis from the Engineer's Report prepared at the time of formation and approved by the property owners through a Proposition 218 balloting procedure.

The City Council pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* ("Act") and in compliance with the substantive and procedural requirements of the *California State Constitution Article XIII C and XIII D* ("Proposition 218") desires to levy and collect annual assessments against lots and parcels within the District beginning in the fiscal year commencing July 1, 2015 and ending June 30, 2016 to pay for the operation, maintenance and servicing of landscaping, lighting, drainage and all appurtenant facilities. The assessment rates set for 2015/2016 as set forth in this Engineer's Report, do not exceed the maximum rates established at the time the District was formed, therefore, the City and the District are not required to go through a property owner ballot procedure in order to establish the 2015/2016 assessment rates.

B. CONTENTS OF ENGINEER'S REPORT

This Engineer's Report ("Report") describes the District boundaries and the proposed improvements to be assessed to the property owners located within the district. The Report is made up of the following sections.

Section I. Overview – Provides a general introduction into the Report.

Section II. Plans and Specifications – Contains a general description of the improvements that are to be maintained and serviced by the District.

Section III. Estimate of Costs – Identifies the cost of the maintenance and services to be provided by the District including incidental costs and expenses.

Section IV. Method of Apportionment – Describes the basis in which costs have been apportioned to lots and parcels within the Districts, in proportion to the special benefit received by each lot and parcel.

Section V. Assessment Roll – The assessment roll identifies the maximum assessment to be levied to each lot or parcel within the District.

Section VI. Assessment Diagram – Displays a diagram of the District showing the exterior boundaries of the District.

Appendix – This section includes additional information, zoning maps and exhibits which were used to determine the budget and assessments for the different product types.

For this report, each lot or parcel to be assessed, refers to an individual property assigned its own Assessment Parcel Number by the Yolo County (“County”) Assessor’s Office as shown on the last equalized roll of the assessor.

Following the conclusion of the Public Hearing scheduled for July 7, 2015, the City Council will confirm the Report as submitted or amended and may order the collection of assessments for Fiscal Year 2015/2016.

II. PLANS AND SPECIFICATION

A. GENERAL DESCRIPTION OF THE DISTRICT

The proposed territory within the District consists of all lots, parcels and subdivisions of land located in the Spring Lake Specific Plan Area. The area contains thirty five (35) large unsubdivided parcels and when combined with recently subdivided parcels will result in approximately 3,966 residential units, four (4) commercial sites, six (6) school sites, four (4) neighborhood parks, one (1) mini park, and one (1) public fire station. The County of Yolo owns three (3) parcels in the specific plan area and there is one (1) existing Woodland Community College parcel and two (2) Woodland Joint Unified School District Parcels. Nineteen final subdivision maps were approved in 2005 through 2015 covering portions of the Spring Lake Area representing 1,292 single family lots, 139 multi-family residential units and 156 apartment units. The assessments for all of the parcels within the District will be calculated based on 2015/2016 Budget and the method described in Section IV Method of Apportionment of this Report.

The Spring Lake Specific Plan Area is located in the southeast portion of the City generally bounded to the north by East Gibson Road, to the east by County Road 102, to the south by County Road 25A, and generally to the west by County Road 101. There is a portion of the Specific Plan Area immediately north of the extension of County Road 24A that extends west of State Highway 113.

B. DESCRIPTION OF IMPROVEMENTS TO BE MAINTAINED AND SERVICES

The proposed improvements to be maintained and services provided by the District are generally described as follows:

Landscaping and Appurtenant Improvements

Landscaping improvements (the “Landscaping Improvements”) include but are not limited to landscaping, planting, ground cover, shrubbery, turf, trees, irrigation and drainage systems, ornamental lighting structures, playground equipment, play courts, public restrooms, masonry block walls and other fencing, entryway monuments and other appurtenant items located in right of ways, parkways, greenbelts, neighborhood parks and other easements dedicated to the City and located within the boundaries of the District.

This will include but is not limited to the following areas:

- Landscape parkways on the major arterial roadways of the project including Pioneer Avenue, Parkway Drive, Road 102, County Road 25A and East Gibson Road;
- Landscape parkways on the local and collector roads including Farmer’s Central Road, Road 24C, Road 101, Matmor Road, Collector One, Collector Two, Collector Four, Collector “A” Street and Highway 113 buffer;
- Landscaping along the mixed use channel, the drainage channels and facilities, agricultural interceptors and the offsite regional ponds;
- Landscaping and park equipment provided in neighborhood park areas including Central Park, Park “A”, Park “B”, Park “C”, Mini-Park, the Offsite Pond Park; and

- Graffiti removal, paint, wall and fence repairs along the block walls and fencing on portions of Pioneer Avenue, Parkway Drive, Road 102, East Gibson Road, County Road 25A, Farmer's Central Road, Highway 113, the drainage channels and facilities, the offsite regional ponds and the offsite Pond Park.

A more detailed listing of the overall landscape maintenance areas are included the appendix to this report along with the areas specifically budgeted for Fiscal Year 2015/2016.

Street Lighting/Traffic Signals and Appurtenant Improvements

Street lighting improvements (the "Street Lighting Improvements") include but are not limited to poles, signs, fixtures, bulbs, conduit, conductors, equipment including posts and pedestals, metering devices and appurtenant facilities as required to provide lighting and traffic signals in public streets and sidewalk easements, parks and other easements dedicated to the City and located within the boundaries of the District.

This will include but is not limited to the following:

- Street lighting throughout the arterial, collector, and local roadways totaling approximately 1,740 lights located throughout the project; and
- Traffic signals and appurtenant facilities at eighteen (18) signalized intersections along Pioneer Avenue, Parkway Drive, Road 102, East Gibson Road, County Road 25A and Farmer's Central Road.

A more detailed listing of the street lighting/traffic signal maintenance areas are included the appendix to this report along with the areas specifically budgeted for Fiscal Year 2015/2016.

The estimated annual cost to provide and maintain the improvements within the District shall be allocated to each property in proportion to the special benefits received.

C. DESCRIPTION OF MAINTENANCE AND SERVICES

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the Landscaping Improvements and the Street Lighting Improvements and appurtenant facilities, including repair, removal or replacement of all or part of any of Landscaping Improvements and the Street Lighting Improvements or appurtenant facilities; providing for the life, growth, health and beauty of the Landscaping Improvements including cultivation, drainage, irrigation, trimming, mowing, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting, repair of fencing and painting of walls and fencing and other improvements to remove or cover graffiti. The Street Lighting Improvements shall be maintained to provide adequate illumination.

Servicing means the furnishing of water and electricity for the Landscaping Improvements including any decorative lighting and the furnishing of electric current or energy, gas or other illuminating agent for the Street Lighting Improvements. Servicing also allows for the replacement of the facilities in order to maintain them in proper working order and to provide specific benefit to the District.

III. ESTIMATE OF COSTS

A. ESTIMATE OF COSTS TABLE

Below are the estimated costs of maintenance and services for the District including incidental costs and expenses. A more detailed accounting of the budget based on the Equivalent Benefit Unit (EBU) methodologies is included in Section IV.

TABLE 1 Fiscal Year 2015/2016 Estimated Costs			
	ZONE DENSITY TYPE COSTS¹	PRODUCT/FRONT FOOTAGE TYPE COSTS²	TOTAL COSTS
DIRECT COST ITEMS			
Landscaping	\$94,172	\$242,431	\$336,603
Greenbelts & Parks	0	333,053	333,053
Tree Maintenance	77,580	38,307	115,887
Street Lights	78,678	24,262	102,940
Traffic Signals	10,859	48,264	59,123
Graffiti & Wall/Fence Repairs	0	0	0
Capital Items	0	0	0
DIRECT COSTS SUBTOTAL	\$261,289	\$686,316	\$947,605
INCIDENTAL COSTS/EXPENSES			
City Administration	\$0	\$67,840	\$55,840
Consultant/County Administration	0	12,000	12,000
Reserve Fund/Contingency	0	0	0
OTHER COSTS SUBTOTAL	\$0	\$79,840	\$67,840
ESTIMATED MAXIMUM ASSESSMENT	\$261,289	\$766,156	\$1,015,445
Total Assessor Parcels FY 2015/2016			1,395
Total Equivalent Benefit Units Based on Zoning	1,275.20		1,275.20
Total Equivalent Benefit Units Based on Product Type		4,006.58	4,006.58
Total Front Footage		8,191.00	8,191.00
		Maximum Levy Amount Per EBU³	Fiscal Year 2015/2016 Levy Amount
Estimated Single Family Developed Residential R3 Per EBU		\$1,371.45	\$614.38
Estimated Single Family Developed Residential R4 Per EBU		\$1,179.51	\$540.38
Estimated Single Family Developed Residential R5 Per EBU		\$1,064.34	\$495.98
Estimated Single Family Developed Residential R8 Per EBU		\$891.60	\$429.37
Estimated Multi Family Developed Residential R15 Per EBU		\$583.10	\$304.03
Estimated Multi Family Developed Residential R20 Per EBU ⁴		\$544.71	n/a
Estimated Multi Family Developed Residential R25 Per EBU		\$521.68	\$280.35
Estimated Neighborhood Commercial Per Acre		\$14,138.95	\$429.37

1. See "Section IV. Method of Apportionment" for a detailed explanation of the two types of allocation methods.

2. Front Footage applies to the public owned (School Sites, Woodland Community College & Yolo County) properties only.

3. Includes an annual Engineering News Record Common Labor Cost Index rate increase (see section VID) of 33.44% for the past ten years.

4. For Fiscal Year 2015//2016 there are not any developed lots with this zoning. These parcels will be subject to the Developed/Undeveloped Rate of \$69.33 per proposed unit.

B. DESCRIPTION OF COST ITEMS

The following is a brief description of the costs of maintenance and services for the District included in the table above.

Direct Cost Items – This includes the costs of maintaining and servicing the landscaping, lighting and traffic signal improvements. This may include, but is not limited to, the costs for labor, utilities, equipment, supplies, repairs, replacements and upgrades that are required to properly maintain the items that provide a direct benefit to the District.

The line items listed in this section are summarized into the following categories: Landscaping, Greenbelt and Parks, Trees, Street Lights, Traffic Signals, Walls and Fencing and Capital, all of which are included in a more detailed budget provided in the appendix section of this report.

Incidental Costs and Expenses – This includes the indirect costs not included above that are necessary to properly maintain the district on an annual basis.

- **City Administration** – This includes the cost or a portion of the costs to coordinate District services including responding to property owner inquiries relating the assessments and services and contracting with professionals to provide administration, legal, and engineering services to the District that are required on an annual basis. Additionally, this includes the City's administration cost of managing the Storm Drainage Conservation Habitat Preservation Management Plan contract that is required as a condition of development of the Spring Lake Specific Plan Area.
- **Consultant/County Administration** – This is the estimated annual cost to the District for calculating the annual assessments, monitoring parcel changes and final map approvals, preparing the Engineer's Report for City Council approval, placing the assessments on the County tax roll, and the fees the County charges to collect the assessments on the tax bill.
- **Reserve Fund/Contingency** – The reserve fund provides a funding source to pay for unanticipated infrequent maintenance requirements that may be required for the District. It also provides a source of funds to operate the District from July through December while waiting for the County property tax distributions that typically occur in January and May for the fiscal year beginning in July.

IV. METHOD OF APPORTIONMENT

A. GENERAL

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements, which include the construction, maintenance, and servicing of street lights, traffic signals, landscaping and drainage facilities.

Streets and Highways Code Section 22573 requires that maintenance assessments be levied according to benefit rather than the assessed value.

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

Section 22574 of the 1972 Act also allows the designation of zones of benefit within an assessment district if “by reason of variations in the nature, location, and extent of the improvements, the various areas will receive differing degrees of benefit from the improvements.”

In addition, Article XIIID and the Implementation Act require that a parcel’s assessment may not exceed the reasonable cost for the proportional special benefit conferred to that parcel. Article XIIID and the Implementation Act further provides that only special benefits are assessable and the City must separate the general benefits from the special benefits. They also require that publicly owned properties which specifically benefit from the improvements be assessed.

B. SPECIAL BENEFIT ANALYSIS

As determined in the formation Engineer’s Report, each of the proposed improvements and the associated costs and assessments within the District were reviewed, identified and allocated based on special benefit pursuant to the provisions of Article XIIID, the Implementation Act, and the Streets and Highways Code Section 22573.

Proper maintenance and operation of landscaping, street trees and streetlights provides special benefit to adjacent properties by providing community character, security, safety and vitality. Below is a discussion of the special benefit that the parcels receive from each of the maintenance categories.

Landscaping Special Benefit

Trees, landscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property value. Specifically they provide a sense of ownership and a common theme in the community providing aesthetic appeal and increased desirability of properties.

- Street trees within the parkways and greenbelts provide special benefit to those properties directly adjacent to those tree-lined parkways and to those that drive along them to get to their property;
- Landscaping within the parkways provide special benefit to those developments that are directly adjacent to the public parkways and to those that drive through them to get to their property; and,
- Landscaping and play equipment within the park sites provide special benefit to those developments that are within the general vicinity of the parks.

Landscaping General Benefit

There are no general benefits associated with local parkway landscaping.

All of the preceding special benefits contribute to a specific enhancement and desirability of each of the assessed parcels within the District. Although the improvements may include landscaping and lighting improvements and other amenities available or visible to the public at large, the construction and installation of these improvements are only necessary for the development of properties within the District and are not required nor necessarily desired by any properties or developments outside the District boundary. Therefore, any public access or use of the improvements by others is incidental and there is no measurable general benefit to properties outside the District or to the public at large.

Street lights Special Benefit

The operation, maintenance and servicing of lighting and traffic signals along local streets, collector and arterial streets of a development provides the following special benefits:

- Improved security of lots and parcels within the development;
- Improved ingress and egress to properties;
- Improved nighttime visibility for the local access of emergency vehicles;
- Improved safety and traffic circulation to and from parcels; and
- Increased deterrence of crime and aid to police and emergency vehicles.

Street lights and signals located at arterials and local streets are considered 100% special benefit to the developments taking direct access at those intersections.

Street lights General Benefit

There are no general benefits related to street lights, signals or appurtenant facilities.

C. ASSESSMENT METHODOLOGY

To establish the special benefit to the individual lots and parcels within the District an Equivalent Benefit Unit (“EBU”) system is used. The EBU method of apportioning benefit is typically seen as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act, as the benefit to each parcel from the improvements are apportioned as a function of land use type, size and development.

Due to the variety and location of the maintenance requirements throughout the Spring Lake project area, two distinct methods of determining a lot or parcels EBU has been established depending on the specific maintenance item. The two methods are discussed below.

1. Zone Density Equivalent Benefit Units

Each parcel of land is assigned an EBU in proportion to the estimated special benefit the parcel receives relative to other parcels within the District. Maintenance costs under this method are allocated based on density for each of the residential projects located throughout the project. This is an effective way of allocating the special benefit to parcels where the maintenance items relate to acreage or lot size such as more dense local landscaping that occurs in some of the residential areas.

Maintenance costs related to the following are allocated utilizing this method:

- Landscaping and lighting along the local and collector roads including Farmer’s Central Road, Road 24C, Road 101, Matmor Road, Collector One, Collector Two, Collector Four, Collector “A” Street and Highway 113 buffer; and
- Landscaping and lighting along the agricultural interceptors.

The single family detached residential (SFD) property with an R-5 Zoning has been selected as the basic unit for calculating assessments; therefore a SFD R-5 residential parcel equals one Equivalent Benefit Unit (EBU). All other residential zoned units are compared to the R-5 (5 units per acre divided by the zoning designation number of units per acre) to determine the zonings EBUs. Since typically 5 single family residential units could be constructing on one acre of land, commercial property is assigned 5.0 EBUs per acre of land.

TABLE 2
EBU APPLICATION BY LAND USE ZONING:

Land Use	Zoning*	EBU/Parcel/ Acre/Unit
Single Family Detached Residential	R-3	1.67 EBUs / Parcel
Single Family Detached Residential	R-4	1.25 EBUs / Parcel
Single Family Detached Residential	R-5	1.00 EBU / Parcel
Single Family Detached Residential	R-8	0.63 EBUs / Parcel
Multi Family Detached Residential	R-15	0.33 EBUs / Unit
Multi Family Detached Residential	R-20	0.25 EBUs / Unit
Multi Family Detached Residential	R-25	0.20 EBUs / Unit
Neighborhood Commercial	NC	5.00 EBUs / Acre
Exempt	EX	0.00 EBU / Parcel

*** The above method for calculating the number of EBUs per parcel/unit will be used if additional single family or multi family residential units not included in the above table are approved for development.**

Definitions and Formulas Related to Zoning EBU Method

Single-Family Detached Residential — This land use is defined as a fully subdivided residential parcel that is part of a final tract map wherein the final map has been recorded with the County as of January 1 of the preceding fiscal year.

Multi-Family Detached Residential — This land use is defined as a residential parcel anticipated to have more than one residential unit that is part of a final tract map wherein the final map has been recorded at the County as of January 1 of the preceding fiscal year.

Neighborhood Commercial — This land use is defined as a commercial parcel that is part of a final tract map wherein the final map has been recorded at the County as of January 1 of the preceding fiscal year.

Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include, but is not limited, to lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and right-of-ways including greenbelts and parkways; utility right-of-ways; common areas, sliver parcels and bifurcated lots or any other property that can not be developed; park properties, school properties required as part of the development and other publicly owned properties that are part of the District improvements or that have little or no improvement value. These

types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

2. Product Type Equivalent Benefit Units

Each parcel of land is assigned an EBU in proportion to the estimated special benefit the parcel receives relative to other parcels within the District. Maintenance costs under this method are allocated based on product types (single family residential, multi family residential or commercial) located throughout the project. This is an effective way of allocating the special benefit to parcels where the maintenance items relate to the traffic study and impact fee (drainage and parkway) methodologies that were developed for the Spring Lake Specific Plan Area.

Maintenance costs related to the following are allocated utilizing this method:

- Parkway landscaping and lighting on the major arterial roadways of the project including Pioneer Avenue, Parkway Drive, Road 102, East Gibson Road, and County Road 25A;
- Landscaping and lighting along the mixed use channel, subdivision trail corridor, greenbelts, gateway entries, Highway 113 buffer, drainage channels and facilities, and offsite regional ponds;
- Landscaping and lighting in the neighborhood park areas including Central Park, Park “A”, Park “B”, Park “C”, Mini-Park; and
- Graffiti removal, paint, fence and wall repairs along the block walls and fencing on portions of Pioneer Avenue, Parkway Drive, Road 102, and Highway 113.

The single family detached residential property has been selected as the basic unit for calculating assessments; therefore a SFD residential parcel equals one Equivalent Benefit Unit (EBU). The multi-family residential lots do not receive the same special benefit as single family lots and are therefore assigned less than 1 EBUs per units as determined in the Spring Lake Infrastructure Fee Nexus Study prepared by Economic & Planning Systems Inc., dated June 29, 2004 and shown below.

TABLE 3
EBU APPLICATION BY PRODUCT

Land Use	Zoning	Traffic EBU/ Parcel or Acre	Drainage EBU/ Parcel/Acre/Unit	Park EBU/ Parcel/Acre/Unit
Single Family Residential	Not applicable	1.00 EBU / Parcel	1.00 EBU / Parcel	1.00 EBU / Parcel
Multi Family Residential	Not applicable	0.70 EBU's / Unit	0.39 EBU's / Unit	0.83 EBU's / Unit
Undeveloped Planned Single Family Residential Development	Not applicable	1.00 EBU / Parcel	1.00 EBU / Parcel	1.00 EBU / Parcel
Undeveloped Planned Multi Family Residential Development	Not applicable	0.70 EBU's / Unit	0.39 EBU's / Unit	0.83 EBU's / Unit
Neighborhood Commercial	Not applicable	32.67 EBU's / Acre	18.97 EBU's / Acre	3.05 EBU's / Acre
Exempt	Not applicable	0.00 EBU's / Parcel	0.00 EBU's / Parcel	0.00 EBU's / Parcel

Definitions and Formulas Related to the Product Type EBU Method

Single-Family Residential — This land use is defined as a fully subdivided residential parcel that is part of a final tract map wherein the final map has been recorded with the County as of January 1 of the preceding fiscal year.

Multi-Family Residential — This land use is defined as a residential parcel anticipated to have more than one residential unit that is part of a final tract map wherein the final map has been recorded at the County as of January 1 of the preceding fiscal year.

Undeveloped Planned Single Family Residential Development — This land use is defined as any undeveloped property not fully subdivided with a specific number of proposed single family residential parcels/lots or dwelling units to be developed on the parcel. This land use type will only be assessed for the maintenance requirements associated with the major arterial roadways, channel improvements and incidental costs/expenses based on the anticipated number of units to be developed on the property as shown on the Specific Plan or proposed Tentative Map.

Undeveloped Planned Multi Family Residential Development — This land use is defined as any undeveloped property not fully subdivided with a specific number of proposed multi family residential parcels/lots or dwelling units to be developed on the

parcel. This land use type will only be assessed for the maintenance requirements associated with the major arterial roadways, channel improvements and incidental costs/expenses based on the anticipated number of units to be developed on the property as shown on the Specific Plan or proposed Tentative Map.

Neighborhood Commercial — This land use is defined as a commercial parcel that is part of a final tract map wherein the final map has been recorded at the County as of January 1 of the preceding fiscal year.

Exempt Parcels — This land use identifies properties that are not assessed and are assigned 0.0 EBU. This land use classification may include, but is not limited, to lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and right-of-ways including greenbelts and parkways; utility right-of-ways; common areas, sliver parcels and bifurcated lots or any other property that can not be developed; park properties, school properties required as part of the development and other publicly owned properties that are part of the District improvements or that have little or no improvement value. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment.

3. Front Footage Method for Public Owned Properties

Certain public owned properties within the District derive a special benefit from the landscaping and lighting improvements but to a lesser degree than residential or commercial properties. This includes the high school site, the Woodland Community College parcel and the County of Yolo property. Front footage of the landscaped areas and the development standards used outside of the Spring Lake Specific Plan were used to determine the public owned properties special benefit. Since these properties are not subject to the Spring Lake Specific Plan higher landscaping and lighting standard requirements, this is a reasonable method for allocating the maintenance costs that they are benefiting from.

4. Benefit Formula

The benefit formula is applied to each budget line item and then to the parcels within the District based on the preceding Equivalent Benefit Unit (EBU) tables. Each parcel's EBU correlates the parcel's special benefit received as compared to all other parcels benefiting from the improvements.

The following formula is used to calculate each parcel's EBU (proportional benefit) **for each of the type of improvement items that are applicable to a particular parcel based on its development status:**

$$\text{Land Use Zoning EBU} + \text{Traffic EBU} + \text{Drainage EBU} + \text{Park EBU} = \text{Parcel Type EBU}$$

$$\text{Parcel Type EBU} \times \text{Dwelling Units/Parcels/Lots} = \text{Parcel EBU}$$

The total number of Equivalent Benefit Units (EBUs) is the sum of all individual EBUs applied to parcels that receive a special benefit from the improvement. An assessment amount per EBU (Rate) for each type of improvement is established by taking the total cost of the type of improvement and dividing that amount by the total number of EBUs of all parcels benefiting from the type of improvement. This Rate is then applied back to each individual parcel's based on their assigned EBUs to determine the parcel's proportionate special benefit and assessment obligation from that type of improvement. This same method is used for all other types of improvements.

$$\text{Maintenance Cost} / \text{Total Number of EBUs} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Maximum Parcel Levy Amount}$$

5. Table of EBUs and Rate by Product Type

Below is a summary of the EBUs and Rates per product type and zoning type.

TABLE 4
SUMMARY OF EBUS AND ALLOCATION OF COSTS
PART 2 OF 2

Allocation Method		*** ZONING TYPE ***										(X)	
Zoning	Land Use	EBU Per Zone Type	Total EBUS or Front Footage (Zone Type)	Developed Parcels Only (Farmers Central, Rd 24C, Rd 101, Manor, Collector and Local Streets, Ag channels)	Front Footage (B)	(A)+(B)=(C)	(8)	(C)+(B)=(D)	(9)	(C)+(9)=(D)	(D)/(X)=(10)	(D)/(X)=(11)	(10)+(11)=(12)
						Zoning & Front Footage Total (Developed Property)	(From Above Table) Product Type Total Developed Parcels Only	Total for All Developed Property	(From Above Table) Type Total Developed & Undeveloped Parcels	Total Cost for All Properties	Base Rate Per Unit/Acre for Either Developed or Undeveloped	Add'l Rate per Unit/Acre for Developed Property Only	Total Rate per Unit/Acre for Developed Property
Main Project (East of Highway 113)													
R-3	Single Family Residential	1.67	111.67	\$19,833	\$0	\$19,833	\$14,523	\$34,356	\$51,508	\$71,341	\$101.61	\$512.77	\$614.38
R-4	Single Family Residential	220	275.00	48,842	0	48,842	47,688	96,530	84,775	133,617	101.61	438.77	540.38
R-5	Single Family Residential	616	616.00	109,406	0	109,406	133,526	242,932	269,172	378,578	101.61	394.37	495.98
R-8	Single Family Residential	312	195.00	34,633	0	34,633	67,630	102,263	132,862	167,496	101.61	327.77	429.37
R-15	Multi-Family Residential	139	46.33	8,229	0	8,229	24,394	32,623	56,010	64,239	69.33	234.70	304.03
R-20	Multi-Family Residential	0	-	0	0	0	0	0	13,520	13,520	69.33	0.00	69.33
R-25	Multi-Family Residential	156	31.20	5,541	0	5,541	27,378	32,919	53,031	58,572	69.33	211.02	280.35
NC	Neighborhood Commercial	0.00	-	0	0	0	0	0	35,682	35,682	3,243.85	0.00	3,243.85
	Sub Total	1,510	1,275.20	\$226,484	\$0	\$226,484	\$315,139	\$541,623	\$696,561	\$923,045			
Project West of Highway 113													
R-5A	Single Family Residential	1.00	162.00	\$28,772	\$0	\$28,772	\$35,116	\$63,888	\$38,795	\$67,567	\$22.71	\$394.37	\$417.08
R-8A	Single Family Residential	0	0.00	0	0	0	0	0	772	772	22.71	0.00	22.71
R-15A	Multi-Family Residential	0.33	0.00	0	0	0	0	0	607	607	14.11	0.00	14.11
	Sub Total	162	162.00	\$28,772	\$0	\$28,772	\$35,116	\$63,888	\$40,174	\$68,946			
School & County Sites (Front Footage)													
FF	High School	n/a	3,015.00	\$0	\$8,118	\$8,118	\$0	\$8,118	\$0	\$8,118	\$0.00	\$162.35	\$162.35
FF	Woodland Community College	120.50	2,646.00	0	7,763	7,763	0	7,763	0	7,763	0.00	64.42	64.42
FF	Yolo County	31.00	2,530.00	0	7,574	7,574	0	7,574	0	7,574	0.00	244.31	244.31
	Sub Total	201.50	8,191.00	\$0	\$23,454	\$23,454	\$0	\$23,454	\$0	\$23,454			
	Total			\$255,256	\$23,454	\$278,710	\$350,295	\$628,965	\$736,735	\$1,015,445			

D. ASSESSMENT RANGE FORMULA

The purpose of establishing an Assessment Range Formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring the District to go through the requirements of Proposition 218 in order to get a small increase. This District provides for an annual adjustment to the Maximum Assessment Rate per EBU based on the Engineering News Record Common Labor Cost Index.

The Assessment Range Formula shall be applied to all future assessments within the District beginning in fiscal year 2006/2007. Generally, if the proposed annual assessment (levy per EBU) for the current fiscal year is less than or equal to the calculated Maximum Assessment, then the proposed annual assessment is not considered an increased assessment. The Maximum Assessment is equal to the initial Assessment (approved by property owners within the District) adjusted annually by the percentage increase in the Engineering News Record Common Labor Cost Index rate. Beginning in the second fiscal year (Fiscal Year 2006/2007) and each fiscal year thereafter, the Maximum Assessment would be recalculated and a new Maximum Assessment established within the District.

The Maximum Assessment is adjusted annually and is calculated independent of the District's annual budget and proposed annual assessment. Any proposed annual assessment (rate per EBU less than or equal to this Maximum Assessment) is not considered an increased assessment, even if the proposed assessment is greater than the assessment applied in the prior fiscal year.

Although the Maximum Assessment will increase each year, the actual assessment may go up and down as compared to the previous year(s). The Maximum Assessment adjustment is designed to allow for the adjustment of the annual assessment for inflation in order to maintain the original purchasing power of the district budget. The Maximum Assessment calculated each year does not require or facilitate an increase to the annual assessment and neither does it restrict assessments to the adjustment maximum amount. If the budget and assessment for the fiscal year do not require an increase, or the increase is less than the adjusted Maximum Assessment, then the required budget and assessment may be applied without additional property owner balloting. If the budget and assessments calculated requires an increase greater than the adjusted Maximum Assessment, then the assessment is considered an increased assessment and would be subject to Proposition 218 balloting.

The increase in the Engineering News Record Common Labor Cost Index from January 2014 to January 2015 is 1.031%.

V. ASSESSMENT ROLL

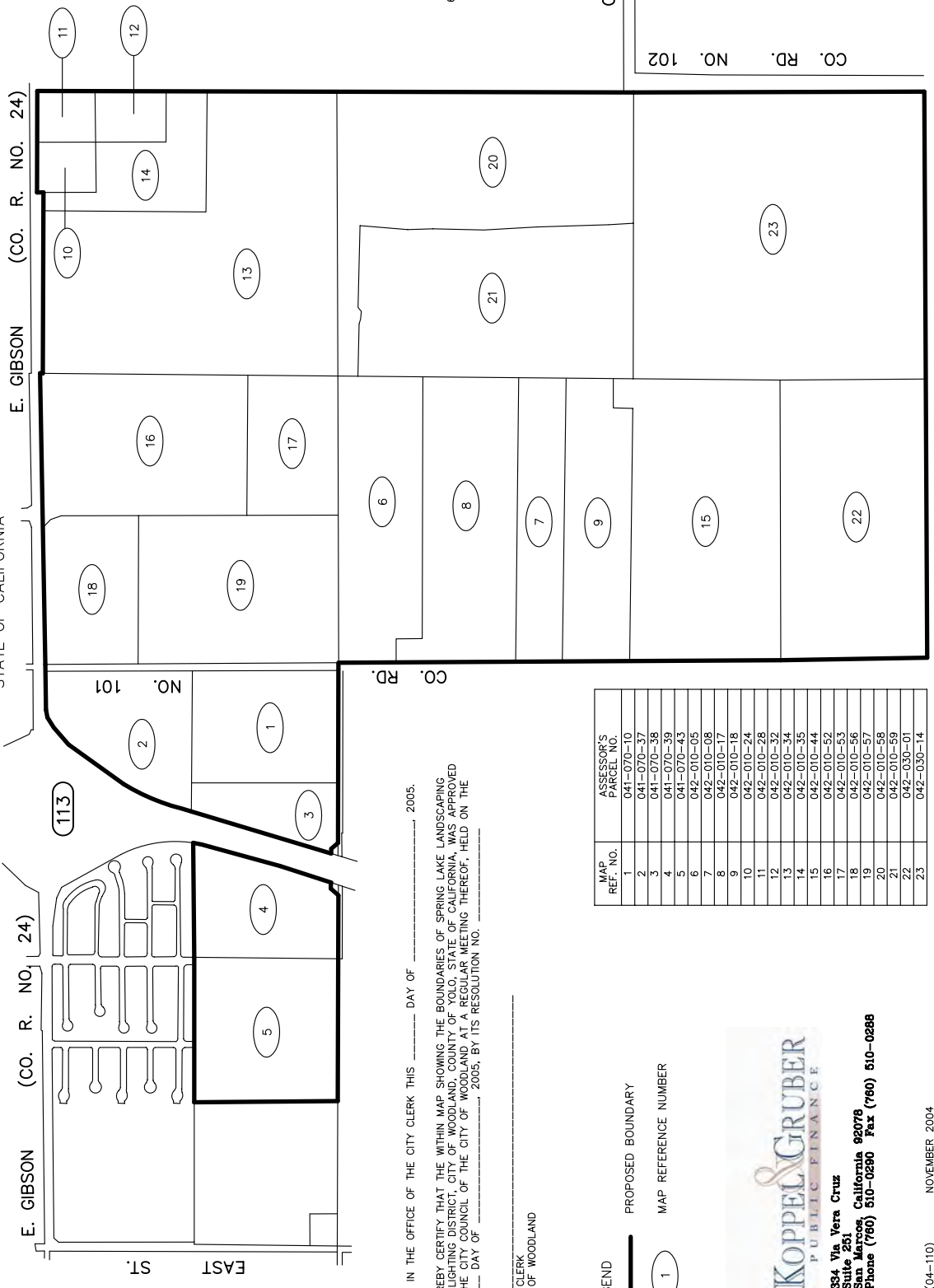
The assessment roll is a listing of the proposed Assessment for Fiscal Year 2015/2016 apportioned to each lot or parcel, as shown on the Yolo County last equalized roll of the assessor and reflective of the Assessor's Parcel Map(s) associated with the equalized roll. A listing of parcels proposed to be assessed within this District, along with the Maximum Assessment amounts, is on file with the City Clerk and incorporated into this report by reference.

VI. DISTRICT DIAGRAM

The parcels within the Spring Lake Landscaping and Lighting District consist of all lots, parcels and subdivisions of land located in Spring Lake Specific Plan Area. This includes assessor parcels shown on the current Yolo County Assessor's Parcel Map Book 041 page 07, 23, 24 and Book 042 pages 01, 03, 06 and 35-61. A boundary map of the area is attached.

PROPOSED BOUNDARY OF SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT

CITY OF WOODLAND
COUNTY OF YOLO
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS _____ DAY OF _____, 2005.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE BOUNDARIES OF SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT, CITY OF WOODLAND, COUNTY OF YOLO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2005, BY ITS RESOLUTION NO. _____.

CITY CLERK
CITY OF WOODLAND

LEGEND

PROPOSED BOUNDARY

MAP REFERENCE NUMBER

1

MAP REF. NO.	ASSESSOR'S PARCEL NO.
1	041-070-10
2	041-070-37
3	041-070-38
4	041-070-39
5	041-070-43
6	042-010-05
7	042-010-08
8	042-010-17
9	042-010-18
10	042-010-24
11	042-010-28
12	042-010-32
13	042-010-34
14	042-010-35
15	042-010-44
16	042-010-52
17	042-010-53
18	042-010-56
19	042-010-57
20	042-010-58
21	042-010-59
22	042-030-01
23	042-030-14

KOPPEL & GRUBER
PUBLIC FINANCE

334 Via Vera Cruz
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San Marcos, California 92078
Phone (760) 510-0290 Fax (760) 510-0288

CITY OF WOODLAND

SPRING LAKE LANDSCAPING AND LIGHTING DISTRICT

Engineer's Report Fiscal Year 2015/2016

Report Submitted by:

Scott Koppel
Koppel & Gruber Public Finance

Registered Engineer

APPENDIX

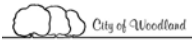
Table 5
Detail Fiscal Year 2010/2011 Maintenance Costs

SEGVMT	AREA	ALLOCATION METHOD	APPR. LENGTH (ft)	APPR. WIDTH (ft)	PARKS (costs in 2006 dollars)						PUBLIC WORKS (costs in 2006 dollars)						LINE ITEM TOTAL	PUBLIC AGENCY COST ¹	DEVELOPERS COST ²	NET DEVELOPER COST
					LANDSCAPING (\$0.18/lineal ft)		WALLS & FENCING (\$1.00/lin. ft.)		CAPITAL		LANDSCAPING		TREES (\$50/ea @ maturity)		LIGHTING (\$15/each)					
					Level of effort (%)	Cost	Level of effort (%)	Cost	Level of effort (%)	Cost	Lump Sum	Level of effort (%)	Cost	Level of effort (%)	Cost	Level of effort (%)	Cost		Level of effort (%)	Cost
					Level of effort (%)	Cost	Level of effort (%)	Cost	Level of effort (%)	Cost	Lump Sum	Level of effort (%)	Cost	Level of effort (%)	Cost	Level of effort (%)	Cost	Level of effort (%)	Cost	
A1	Pioneer Avenue	PRODUCT TYPE - Dev/Utility (Base)	7825	Varies (41-53)		\$16,148		\$15,751	0%	\$0							\$46,737	\$46,737	\$46,737	
A2	Pioneer Avenue (Fronting High School Property)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1815	16		\$6,667		\$6,667									\$21,094	\$4,948.36	\$16,273	
B	Parkway Drive	PRODUCT TYPE - Dev/Utility (Base)	5181	53		\$33,989		\$33,971	0%	\$0							\$98,333	\$98,333	\$98,333	
C1	Road 102	PRODUCT TYPE - Dev/Utility (Base)	5300	37		\$22,259		\$22,689	0%	\$0							\$66,590	\$66,590	\$66,590	
C2	Road 102 (Fronting College Property)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1186	37		\$5,624		\$5,487									\$14,741	\$3,449.90	\$10,791	
C3	Road 102 (Fronting Volo County Property)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1453	37		\$6,798		\$6,629									\$22,458	\$4,702.53	\$17,755	
D1	East Gibson Road	PRODUCT TYPE - Dev/Utility (Base)	1400	24.5				\$5,162									\$2,028	\$2,028	\$2,028	
D2	East Gibson Road (Fronting High School)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1200	24.5		\$5,292		\$5,102									\$1,368	\$3,302.47	\$14,263	
D3	East Gibson Road (Fronting College)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1460	24.5		\$9,439		\$8,281									\$19,915	\$3,812.71	\$16,103	
D4	East Gibson Road (Fronting Volo County Property)	PRODUCT TYPE - Dev/Utility (Base) & Front Footage	1097	24.5		\$4,838		\$4,719									\$15,176	\$3,759.59	\$13,395	
E	Road 25A	PRODUCT TYPE - Dev/Utility (Base)	5250	33					0%	\$0							\$0	\$2,971.02	\$13,395	
F1	Farmers Central Road	ZONING - Dev Only	6604	Varies (13-37)		\$14,112		\$13,798	doublecheck								\$42,903	\$42,903	\$42,903	
F2	Farmers Central Road (Fronting School "A")	ZONING - Dev Only	696	8													\$0	\$0	\$0	
G	Market Lane	PRODUCT TYPE - Dev/Utility (Drainage)	3560														\$20,383	\$20,383	\$20,383	
H	Road 24C	ZONING - Dev Only	2000			\$3,013		\$3,817									\$12,956	\$12,956	\$12,956	
I1	Road 101	ZONING - Dev Only	5817	Varies (5-16)													\$0	\$0	\$0	
I2	Road 101 (Fronting School "A")	ZONING - Dev Only	647	8													\$0	\$0	\$0	
J1	Marion Road (West Side Only)	ZONING - Dev Only	1280														\$699	\$699	\$699	
K1	Marion Road (Fronting Private School - East Side Only)	ZONING - Dev Only	1280	8		\$1,106		\$1,166									\$1,161	\$1,161	\$1,161	
K2	Collector One	ZONING - Dev Only	5200	Varies		\$5,585		\$5,449									\$3,295	\$3,295	\$3,295	
K3	Collector One (Fronting School "B")	ZONING - Dev Only	625	8		\$1,347		\$1,314									\$90	\$3,550	\$3,550	
K3	Collector One (Fronting School "C")	ZONING - Dev Only	490	8													\$675	\$1,474	\$1,474	
L	Collector Two	ZONING - Dev Only	3200			\$0		\$0									\$630	\$2,627	\$2,627	
M	Collector Four	ZONING - Dev Only	1300														\$0	\$0	\$0	
N	Collector "A" Street	ZONING - Dev Only	5200	Varies		\$11,614		\$14,934									\$3,894	\$30,442	\$30,442	
	Subdivision Trail Corridor	PRODUCT TYPE - Dev only (Parks)				\$2,232		\$2,177									\$4,609	\$4,609	\$4,609	
	Greenbelts	PRODUCT TYPE - Dev only (Parks)				\$0		\$93,813									\$93,813	\$93,813	\$93,813	
	Highway 113 Buffer	PRODUCT TYPE - Dev only (Base)							0%	\$0							\$0	\$0	\$0	
	Central Park	PRODUCT TYPE - Dev only (Parks)															\$0	\$0	\$0	
	Park "A" (Landscaping Ships Included in Road 101 & Local	PRODUCT TYPE - Dev only (Parks)						\$237,062									\$237,062	\$237,062	\$237,062	
	Park "B" (Landscaping Ships Included in Cor. 1 & Local	PRODUCT TYPE - Dev only (Parks)															\$0	\$0	\$0	
	Park "C" (Landscaping Ships Included in Cor. 1 & Local	PRODUCT TYPE - Dev only (Parks)															\$0	\$0	\$0	
	Mini-Park	PRODUCT TYPE - Dev only (Parks)															\$0	\$0	\$0	
	Gateway Entries (80' Topg, ft.)	PRODUCT TYPE - Dev only (Base)															\$0	\$0	\$0	
	Local Streets	ZONING - Dev Only															\$61,904	\$61,904	\$61,904	
	Local Streets (Fronting School "B")	ZONING - Dev Only	660	6													\$3,487	\$3,487	\$3,487	
	Local Streets (Fronting School "C")	ZONING - Dev Only	630	6													\$63,994	\$63,994	\$63,994	
O	Off-Site Wet Channel	PRODUCT TYPE - Dev Only (Drainage)															\$4,620	\$4,620	\$4,620	
	Off-Site Wet Channel (North Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$3,395	\$3,395	\$3,395	
	Off-Site Wet Channel (South Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$8,173	\$8,173	\$8,173	
	Off-Site Wet Channel (West Area)	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$4,420	\$4,420	\$4,420	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$2,705	\$2,705	\$2,705	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$2,705	\$2,705	\$2,705	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$2,705	\$2,705	\$2,705	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$1,743	\$1,743	\$1,743	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$399	\$399	\$399	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$3,316	\$3,316	\$3,316	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$947,656	\$947,656	\$947,656	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$26,464	\$26,464	\$26,464	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$102,940	\$102,940	\$102,940	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$115,887	\$115,887	\$115,887	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$41,875	\$41,875	\$41,875	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (West Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,840	\$67,840	
	Off-Site Wet Channel (East Area)*	PRODUCT TYPE - Dev Only (Drainage)							0%	\$0							\$67,840	\$67,8		

CITY OF WOODLAND
Spring Lake Subdivision Tract Information
For 2015/2016 Assessment Calculation

Subdivision Number	Developer	Project	Approval Date	No. of Units	ZONING ¹									
					R3 Units	R4 Units	R5 Units	R8 Units	R15 Units	R20 Units	R25 Units			
For Fiscal Year 2006/2007 ¹														
4711	Monley Cronin	Heritage Park 1A	May-05	41		41								
4650	Russell Ranch Dev. Inc.	Heritage Unit 1	May-05	51	51									
4736	Russell Ranch Dev. Inc.	Heritage Unit 2	Jul-05	16	16									
4752	KB Home	TOC Village 2	Sep-05	145			145							
4764	Russell Ranch Dev. Inc.	Heritage Unit 3/Heritage Village	Aug-05	10					10					
4765	Monley Cronin	Heritage Park 1B/Liberty Village	Jul-05	10					10					
For Fiscal Year 2007/2008														
4648	KB Home North Bay Inc.	TOC Village 1-B	Mar-06	112				112						
4649	KB Home North Bay, Inc.	TOC Village 1-A	Mar-06	87				87						
4670	Pioneer Investors LLC	Heidrick Ranch, Phase 1	Jun-06	59			59							
4753	KB Home North Bay, Inc.	Village 3	May-06	134			134							
4754	Centex Homes	Village 4	Mar-06	140			140							
4821	HTW West Ventures LLC	Turn of the Century Large Lot Subdivision	Jan-06	n/a ² 156										156
For Fiscal Year 2007/2008														
4778	Centex Homes	Beeghly Ranch	Mar-07	216		81	135							
For Fiscal Year 2010/2011														
4675	Standard Pacific Corp	Parkside at Spring Lake	Feb-11	42			42							
4993	Standard Pacific Corp	Huntington Square (Parkside)	Jun-11	120			120							
For Fiscal Year 2012/2013														
5019	Lennar Homes of CA Inc	Units 4A & 4C Mickle Lots ³	Feb-13	13		13								
For Fiscal Year 2013/2014														
5004	Taylor Morrison of CA LLC	Parkview	Jul-13	108				108						
5029	Lennar Homes of CA Inc	Heritage Units 4C & 7	Sep-13	65		65								
5030	Lennar Homes of CA Inc	Heritage Units 4C	Sep-13	20		20								
TOTAL				1,545	67	220	775	307	20	0	156			

1. Update Provided by Bruce Pollard, Senior Civil Engineer, City of Woodland on 6/6/14
2. Subdivided into 6 lettered lots with Developed Apartments on one of the lots
3. Includes 7 large lots that ultimately subdivided into Subdivision 5029 and 5030. Also includes 1 large lot scheduled for a park site and commercial acreage.



Legislation Text

File #: 14-832, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Second Reading - Adopt Ordinance Amending Ordinance No. 1576

Recommendation for Action: Staff recommends that the City Council adopt Ordinance No. _____, amending Ordinance No. 1576 regarding the date of the City of Woodland's General Municipal Election in order to correct inadvertent errors.

Staff Contact

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

Background

The City Council passed and adopted Ordinance No. 1576 on March 3, 2015, to consolidate the general municipal election with the statewide general election held in November of every even-numbered year. Recently, we discovered inadvertent textual errors in Ordinance No. 1576 regarding the correct date of the 2016 General Municipal Election.

On June 2, 2015, Council waived first reading and read by title only an ordinance amending Ordinance No. 1576 correcting the errors contained therein and clarifies the correct 2016 General Municipal Election date, consistent with the language, purpose, and original intent of Ordinance No. 1576, but leaving the remainder of Ordinance 1576 intact.

Section 1 of Ordinance No. 1576 was hereby amended to read as follows:

“Section 1. General Municipal Election to be held in June November. The City Council hereby directs, pursuant to Elections Code section 1301(b)(1), that the general municipal election be consolidated with the statewide general election. Accordingly, the general municipal election for 2016 shall be held on the first Tuesday after the first Monday in November.”

This Amended Ordinance shall not change the effective date of Ordinance No. 1576.

Conclusion

Staff recommends that the City Council adopt Ordinance No. _____, amending Ordinance No. 1576 regarding the date of the City of Woodland's General Municipal Election in order to correct inadvertent errors.

Prepared by: Ana B. Gonzalez, City Clerk

A handwritten signature in cursive script, appearing to read "Paul Navazio".

Paul Navazio, City Manager

Attachment: Ordinance No. _____

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND AMENDING ORDINANCE NO. 1576 REGARDING THE
DATE OF THE CITY OF WOODLAND'S GENERAL MUNICIPAL
ELECTION IN ORDER TO CORRECT INADVERTENT ERRORS**

WHEREAS, the City Council of the City of Woodland passed and adopted Ordinance No. 1576 on March 3, 2015, to consolidate the general municipal election with the statewide general election held in November of every even-numbered year; and

WHEREAS, the City has discovered inadvertent textual errors in Ordinance No. 1576 regarding the correct date of the 2016 General Municipal Election; and

WHEREAS, the City Council desires to amend Ordinance No. 1576 to correct the errors contained therein and clarify the correct 2016 General Municipal Election date, consistent with the language, purpose, and original intent of Ordinance No. 1576, but leaving the remainder of Ordinance 1576 intact.

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

Section 1 of Ordinance No. 1576 is hereby amended to read as follows:

"Section 1. General Municipal Election to be held in ~~June~~ November. The City Council hereby directs, pursuant to Elections Code section 1301(b)(1), that the general municipal election be consolidated with the statewide general election. Accordingly, the general municipal election for 2016 shall be held on the first Tuesday after the first Monday in November."

This Amended Ordinance shall not change the effective date of Ordinance No. 1576.

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

Legislation Text

File #: 14-837, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Support Position: SB 16 (Beall) - Transportation Funding

Recommendation for Action: Staff recommends that the Council authorize a “support” position on SB 16 (Beall) that would establish a five-year transportation funding plan to expressly address maintenance backlog on state and local roadway systems.

Staff Contact

Paul Navazio, City Manager paul.navazio@cityofwoodland.org

Fiscal Impact

This legislative proposal would establish a temporary revenue stream for state and local road maintenance of between \$2.8 billion and \$3.6 billion per year, to be divided roughly equally between state and local (city and county) agencies. It is estimated that the City of Woodland would receive roughly \$1.1 million to \$1.5 million per year, for five years, to address roadway maintenance needs.

Background

There is ample evidence that lack of transportation funding over the past twenty years has led to an increasingly large backlog of maintenance needs both on the state highways system and on local streets and roads. Transportation funding has not grown with the cost of road maintenance, and the problem will only continue to grow worse without immediate action.

This proposal focuses solely on preservation and maintenance of the existing system. There are two reports that highlight the need for this focus:

State Highway System - According to the 2013 State Highway Operation and Protection Program (SHOPP), the total need for the rehabilitation and operation of the SHS for the next ten years is \$82 billion, or an average annual cost of \$8.2 billion. This cost estimate includes funding for project development, right-of-way acquisition, and capital construction. Projected state funding available for the SHOPP is \$2 billion a year, which covers roughly 25 percent of the estimated need. Over 10 years this sums up to a \$59 billion shortfall in revenues necessary for proper maintenance of the SHS, including more than \$31 billion in roadway preservation and \$12 billion in bridge preservation and maintenance.

Local Streets and Roads - California’s cities and counties own and maintain more than 143,000 centerline miles of local streets and roads. This road network incorporates over 80 percent of the state’s total publicly maintained centerline miles, and is valued at over \$188 billion. The total funding shortfall for the local system is \$78.3 billion over the next 10 years. This includes \$56.1 billion for pavements, and \$22.2 billion for bridges

and essential components.

The City of Woodland maintains ____ centerline miles of roadways with a value of \$_____. It has been demonstrated that funding on the order of \$4.0 million per year would be necessary to maintain the desired standard of a 70 PCI (pavement condition index). Currently, funding for roadway maintenance is typically under \$1 million per year, and is provided largely through the voter-approved (Measure E) half-cent sales tax and declining gas tax revenues. Development of an enhanced, stable funding source for roadway maintenance is an established priority of the City Council as well as a priority for the League of California Cities.

Discussion

The proposal outlined in SB 16 would create a temporary, five-year funding plan to address the backlog of maintenance needs on both the state and local system. Estimated revenues fall between \$2.8-3.6 billion annually.

Revenues would be raised by the following sources:

- A 10 cent increase in the excise tax on gasoline
- A 12 cent increase in the excise tax on diesel.
- A \$35 VRF increase for all vehicles.
- An additional \$100 VRF increase for zero-emission vehicles.
- Payback of outstanding transportation loans over a 3-year period.
- Truck Weight Fees would be returned to the transportation fund over a five-year period (20% each year). The general fund would be backfilled by a 0.35 percent increase in the VLF over the five year period.

The funding would be allocated as follows:

- Revenues from two cents of the increase in the excise tax on diesel would be dedicated to the state's Trade Corridors Improvement Fund (TCIF).
- 5% shall be set aside and made available to new self-help counties (must become self-help after January 1, 2016).
- The remaining funds shall be allocated:
 - o 50% to the Caltrans SHOPP program
 - o 50% to cities and counties using Section 2103 formulas.

After five years, the increase in the excise tax and the \$35 VRF increase will sunset.

The proposed legislation would establish specific criteria to ensure efficient use of the funds:

1. The CTC shall develop an accountability process, such as that used for the Prop 1B programs.
2. For state funding, the CTC shall use Caltrans' Assets Management Plan as a baseline, and determine an appropriate level of improvement each year.
3. **For local funding there is a maintenance-of-effort requirement. Cities and counties must expend not less than the average of its expenditures for the 2009-10, 2010-11, and 2011-12 fiscal years.**
4. Requires the CTC to evaluate each agency receiving funds to ensure that the funds are spent appropriately. If the CTC finds, in any year, either the state or a local government are not meeting the determined performance criteria, that entity's funds shall be withdrawn the following year and redistributed.

Attached to this report is a list of agencies and organizations with support or opposition positions on this bill. The League of California cities has formally endorsed this legislation and the Sacramento Area Council of Governments (SACOG) is expected to also take a support position at its upcoming Board meeting.

Conclusion

Staff recommends that the City Council authorize a “support” position on SB 16 (Beall).



Paul Navazio, City Manager

Attachment - Estimated New Local Streets and Roads Allocations (excerpt)

Support & Opposition:

Support: (as of 05/29/2015)

American Society of Civil Engineers
Associated General Contractors
California Alliance for Jobs
California Association of Councils of Governments
California Contract Cities Association
California State Association of Counties
California Infill Federation
City/County Association of Governments of San Mateo County
City of Calexico
City of Cathedral City
City of Claremont
City of Bellflower
City of Brisbane
City of Burbank
City of Capitola
City of Clearlake
City of Cloverdale
City of Daly City
City of Downey
City of Fountain Valley
City of Fowler
City of Gilroy
City of Hanford
City of Hayward
City of Hercules
City of Hughson
City of Huntington Park
City of Indian Wells
City of Lafayette
City of Lake Elsinore
City of Lakeport

City of Lakewood
City of Los Altos
City of Los Altos Hills
City of Livermore
City of Martinez
City of Mill Valley
City of Modesto
City of Montclair
City of Montebello
City of Monterey Park
City of Morgan Hill
City of Napa
City of Novato
City of Pacifica
City of Palos Verdes Estates
City of Pico Rivera
City of Pleasant Hill
City of Rancho Cucamonga
City of Rancho Mirage
City of Rosemead
City of Sacramento
City of San Jose
City of Santa Ana
City of Santa Clara
City of Santa Maria
City of San Gabriel
City of Sanger
City of San Mateo
City of Santa Barbara
City of Santa Rosa
City of Seaside
City of Shasta Lake
City of Soledad
City of South El Monte
City of Temecula
City of Thousand Oaks
City of Turlock
City of Ventura
City of Watsonville
City of West Sacramento
City of Whittier
County of Humboldt
CTM Construction
Glendale City Employees Association
Laborers' International Union of North America
Laborers' International Union of North America Locals 777 & 792
League of California Cities
Los Angeles County Division of the League of Cities
Marin County Board of Supervisors
Marin County Council of Mayors and Council Members
Mendocino County Board of Supervisors
Monterey County Board of Supervisors
Northern California Carpenters Regional Council
Organization of SMUD Employees
Professional Engineers in California Government
Riverside County Board of Supervisors
San Benito County Board of Supervisors

San Bernardino Public Employees Association
San Luis Obispo County Employees Association
San Joaquin Valley Regional Transportation Authority
San Diego County Court Employees Association
Santa Clara County Board of Supervisors
Santa Clara Open Space Authority
Silicon Valley Leadership Group
Town of Colma
Town of Danville
Town of Moraga

Opposition: (as of 05/29/2015)

Association of California Car Clubs
Howard Jarvis Taxpayers Association
Six individual

Proposed New Local Streets&Roads Funding Under SB16's Five Year Program

Estimated 21 March 2015

	First Year \$1.33 billion	Second Year \$1.42 billion	Third Year \$1.52 billion	Fourth Year \$1.61 billion	Fifth Year \$1.71 billion
TULARE COUNTY	13,384,476	14,340,511	15,296,545	16,252,579	17,208,613
DINUBA	480,024	514,311	548,599	582,886	617,173
EXETER	218,086	233,663	249,241	264,818	280,396
FARMERSVILLE	222,528	238,423	254,317	270,212	286,107
LINDSAY	256,583	274,911	293,238	311,565	329,893
PORTERVILLE	1,129,717	1,210,411	1,291,105	1,371,799	1,452,493
TULARE	1,254,662	1,344,281	1,433,899	1,523,518	1,613,137
VISALIA	2,628,346	2,816,085	3,003,824	3,191,563	3,379,302
WOODLAKE	160,785	172,270	183,755	195,239	206,724
TUOLUMNE COUNTY	2,719,147	2,913,372	3,107,597	3,301,822	3,496,047
SONORA	99,652	106,770	113,888	121,006	128,124
VENTURA COUNTY	13,200,285	14,143,163	15,086,040	16,028,918	16,971,795
CAMARILLO	1,353,949	1,450,659	1,547,370	1,644,080	1,740,791
FILLMORE	320,212	343,084	365,956	388,829	411,701
MOORPARK	762,164	816,604	871,045	925,485	979,925
OJAI	166,850	178,768	190,686	202,604	214,522
OXNARD	4,130,586	4,425,628	4,720,669	5,015,711	5,310,753
PORT HUENEME	455,258	487,776	520,295	552,813	585,332
SAN BUENAVENTURA	2,230,064	2,389,354	2,548,645	2,707,935	2,867,225
SANTA PAULA	617,585	661,698	705,811	749,925	794,038
SIMI VALLEY	2,573,987	2,757,843	2,941,700	3,125,556	3,309,412
THOUSAND OAKS	2,641,064	2,829,711	3,018,359	3,207,006	3,395,654
YOLO COUNTY	4,783,863	5,125,568	5,467,272	5,808,977	6,150,681
DAVIS	1,352,001	1,448,573	1,545,144	1,641,716	1,738,288
WEST SACRAMENTO	1,031,120	1,104,772	1,178,423	1,252,074	1,325,726
WINTERS	143,971	154,254	164,538	174,821	185,105
WOODLAND	1,161,988	1,244,987	1,327,986	1,410,985	1,493,984
YUBA COUNTY	2,719,128	2,913,351	3,107,574	3,301,798	3,496,021
MARYSVILLE	260,985	279,627	298,268	316,910	335,552
WHEATLAND	72,168	77,323	82,478	87,632	92,787
Total	\$665,000,000	\$712,500,000	\$760,000,000	\$807,500,000	\$855,000,000

Legislation Text

File #: 14-821, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Public Hearing to Receive Comments Concerning the Renewal of Assessment for Woodland Visitor Attraction District; Adoption of Resolution Confirming the Assessment Report; and Adopt Resolution to Authorize City Manager to Sign Administrative Agreement with Yolo County Visitor's Bureau

Recommendation for Action: Staff recommends that the City Council: 1. Hold a Public Hearing to receive comments concerning the renewal of the 2015-2016 Annual Assessment for the Woodland Visitor Attraction District (BID); 2. Adopt a Resolution confirming the 2015-2016 Annual Assessment Report; and 3. Adopt a Resolution to authorize the City Manager to sign the Administrative Agreement with Yolo County Visitors Bureau and retain a Marketing and Promotions Coordinator to implement the Woodland Visitor Attraction District.

Staff Contact

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

Council Goal

Strengthen Downtown-create opportunities to increase events, attractions and promote Historic Woodland as a destination point for visitors.

Economic Development-market Woodland as a destination location to various groups. Provides an opportunity to market the various attractions and events to visitors and residents, as well as increase Transient Occupancy Tax, a significant contributor to the city's General Fund.

Fiscal Impact

There is minimal direct fiscal impact on the City. Hoteliers submit a 1.5% assessment to the City along with their ten percent (10%) Transient Occupancy Tax (TOT). As approved by Council on September 2, 2014, the Council adopted Ordinance 1568, which authorizes the City to increase the assessment from 1% to 1.5%. The City processes the .75% assessment as a "pass through" to the Yolo County Visitor's Bureau ("YCVB"), the remaining .75% is retained by the City (on behalf of the District) for the purpose of performing Woodland specific marketing and promotions.

Over the period of time including 2Q2014-1Q2015, the District received approximately \$129,222 in assessments; \$92,903 of which has been passed through to the YCVB per the Administrative Agreement. The remaining fees of \$26,139 were received and retained by the District to fund the Marketing Coordinator position and related costs. As committed, the City is making reimbursement payments. For the period of January through June 2015, the City will pay approximately \$9,500 to the

YCVB for the Marketing and Promotions Coordinator salaries and incidentals. The City will also provide a “true up” payment of \$3,765 from its economic development budget to the YCVB as committed to with adoption of the increased assessment in 2014.

The full amount of the \$129,221.79 was not equally split due to the timing of the adoption of Ordinance 1568 allowing the increase in the assessment to increase to 1.5% which was effective October 2, 2014. For the period of July 1, 2014 through October 1, 2014, 1.0% was collected and 100% was passed through to the YCVB. (note: Due to the lag time in receiving quarterly assessment payments from the hoteliers the annual revenues are calculated per 2Q2014-1Q2015.)

The renewal of the one (1%) and one half percent (1.5%) assessment will continue to permit the City to fund a part-time Marketing & Promotions Coordinator who was selected and contracted to promote Woodland in January 2015. The coordinator’s primary focus is to increase overnight stays in Woodland hotels and attract visitors to the City.

Revenues received by the YCVB are primarily generated from the assessment contributed from partner jurisdictions. The estimated overall budget has been modified to reflect the increased contribution in the City of Davis annual assessment from 1% to 2% per annum. Additional services provided to partner cities is provided on a “fee for service” basis. The proposed revised budget is attached.

Annual staff costs for the pass through of funds are estimated to be approximately \$1,500 and considered an in-kind contribution to the YCVB as part of the City’s economic development program in a continued effort to market Woodland and strengthen the City’s economic viability.

Background

Visitor Attraction District. On July 6, 2004, the City Council unanimously supported the adoption of a Resolution of Intention to establish the Woodland Visitor Attraction District (“District”) pursuant to the Parking and Business Improvement Area Law of 1989. On July 27, 2004, Council held a public hearing to approve Ordinance No. 1404 establishing the District. Ordinance No. 1404 authorized the levying of a 1% assessment on room occupancy, in addition to the Transient Occupancy Tax (TOT), upon all hotel/motels establishments in the City of Woodland. Council has annually adopted the Renewal of the District since that time.

On September 2, 2014, the City Council adopted Ordinance No. 1568, amending Section 23-92 of the Woodland Municipal Code relating to the computation of the visitor-oriented programs which increased the historic assessment from 1% to 1.5% and allowing for the City to retain a portion of the funds (.75%) for the benefit of specifically marketing and promoting Woodland. This was supported by Woodland hoteliers who continue to be supportive of the District and have held regular meetings since the increase became effective October 2, 2014 and selection of Miranda Driver as the Woodland Marketing and Promotions Coordinator.

The YCVB, which is governed by a Board of Directors that include hoteliers from Woodland, is a non-profit entity. It serves Woodland, Davis, and Winters, although it also highlights many attractions of interest to visitors throughout the County. In Woodland, city staff estimates the assessment will generate more than \$190,000 for the 15-16 fiscal year due to an increase in the annual assessment to 1.5% and the addition of 66 rooms in 2015 and 72 rooms in 2016 to Woodland’s hotel inventory, increasing the number of available rooms

to 724 citywide. Fifty percent of the assessment revenues or approximately \$95,000 will be passed through to the YCVB, and \$95,000 will be retained by the City for Woodland marketing and promotions. Of this amount, approximately \$33,000 are dedicated to the salaries and expenses of a part-time Marketing and Promotions Coordinator. The remaining projected revenues of \$62,000 plus the carryover assessment revenues from FY 14-15 in the amount of approximately \$18,000, totaling \$80,000 will provide the City with a significant budget to dedicate to marketing and promoting Woodland hotels, events and attractions to business and leisure visitors.

The following hotels are currently part of the District:

America's Best Value	Best Western Shadow Inn
Budget Inn	Comfort Inn+
Days Inn	Econolodge
Fairfield Inn & Suites*	Hampton Inn & Suites
Holiday Inn Express	Motel 6
Quality Inn & Suites	Valley Oaks

+The Comfort Inn is under construction and is projected to add 66 rooms in late June 2015.

*The Fairfield Inn & Suites is under construction and will add 72 rooms in 2016.

The City Council passed Resolution No. 6440 (Intent to Levy an Assessment) on May 19, 2014. Notice of the Public Hearing has been published and letters noting the renewal and the Notice of Public Hearing have been sent to all affected parties (in this case, all hotel owners/operators) notifying parties of the pending Public Hearing scheduled for June 16, 2015.

If written protests are received from businesses which pay 50% or more of the assessments to be levied, no further proceedings to levy the assessment may be taken for a period of one year from the date of the finding of the majority protest by the City Council. If the majority protest concerns only the furnishing of specified types of activities within the District, only those types of activities must be eliminated. No protests have been received by the City at the time of submittal of this staff report, and staff recommends renewal of the assessment.

Discussion

Use of the BID Funds. The YCVB is the designated recipient of 50% of the BID funds generated in Woodland. The YCVB's primary purposes are to market the community, assist with citywide events to attract visitors and maintain and increase overnight hotel stays in the city, thereby stabilizing and/or increasing the transient occupancy tax to the city's General Fund. The YCVB maintains a website (www.yolocvb.org) that provides information about and links to local hotels and visitor attractions.

The Council accepted the 2015-2016 Visitor Attraction Annual Assessment Report and proposed budget on May 19, 2015. Both documents have been included as attachments to this report for reference. The YCVB has developed the budget using their own estimates; projects and products will be adjusted if actual revenues differ from the proposed budget. The YCVB's Board will approve a final budget in early July.

Transient Occupancy Tax. The BID parallels Transient Occupancy Tax ("TOT"), which has returned to its pre-2009 assessment values. The TOT is based on the cost of a room night, so fluctuations in TOT are results of overall costs for rooms and the degree to which those rooms are occupied. With the use of the submittal forms collected for the quarterly TOT and Assessments, the City began collecting overnight stay data from the hotels in October 2014 and over the next year we will better understand the trends for each Woodland hotel and begin

to forecast occupancy based on scheduled events and contracts with construction teams and their construction work patterns in the Woodland area. Although it is sometimes difficult to determine the tangible benefit of the work performed by the YCVB and Marketing and Promotions Coordinator, staff continues to believe that the establishment of the District and the presence and products of the YCVB have been beneficial to the hotel community and Woodland's tourism as a whole.

The list below shows the transient occupancy tax for the past five years, as well as estimates for this fiscal year and next.

2009-2010	\$776,207
2010-2011	\$835,019
2011-2012	\$830,001
2012-2013	\$894,877
2013-2014	\$966,683
2014-2015	\$1,060,000 (estimated)
2015-2016	\$1,275,000 (estimated)

Why Renew Assessment? The hoteliers have voted to assess themselves in order to fund an entity, in this case the YCVB, and Woodland Marketing and Promotions Coordinator, to assist in marketing Woodland as a good place to visit and to stay overnight. And, effective in 14/15, the city and hoteliers opted to retain a portion of the funds to be managed by the City to specifically market and promote Woodland hotels, events and attractions. The overall goal of the YCVB and Coordinator is to increase travel and tourism and overnight stays in Woodland. The YCVB continues to produce and enhance promotional materials, utilize social media to share information about Woodland and its attractions (see Yolo County Visitors Bureau on Facebook or Twitter for information on local attractions and events). With the addition of the Marketing and Promotions Coordinator, the YCVB is able to better coordinate media kits for local, national and international media and assist the City and hotels with large-scale events.

Administration Agreement with Yolo County Visitors Bureau.

The City and YCVB, with the assistance of the YCVB 2x2 subcommittee, have committed to developing a more robust and comprehensive marketing and promotions program to visitors of Woodland. Recent accomplishments include:

Highlighted Woodland Marketing Coordinator accomplishments: January 2015-April 2015:

- Designed and developed updated "Dine in Downtown Woodland" dining guide
- Established bi-weekly meetings with key stakeholders including the City of Woodland, Woodland Hoteliers and the YCVB regarding marketing and promotion efforts
- Work closely with city hoteliers and city representatives to develop strategies to increase room night stays
- Acting as liaison between Velocity Island Park and local hotels to establish relationships and develop packages for park passes and hotel night stays.
- Regularly attend meetings and correspond with local organizations and business including but not limited to; Yolo Arts, Historic Downtown Woodland Business Association, California Agriculture Museum and the Woodland Chamber of Commerce
- Draft PSA's, promotional webpages, and other social media outreach, as needed

Marketing and Promotion Coordinator-Work for 2015-16:

- Launch a Visit Woodland Website, which promotes Woodland while maintaining a distinct feeling of the Woodland community and historical roots for a more accurate representation
- Create a Visit Woodland Facebook page to compliment the website and drive traffic to website
- Continue to build relationships with local businesses and organizations to explore opportunities for collaboration and room night stays.
- Continue to build relationships with event and venue staff
- In consultation with YCVB staff, city staff, and Woodland hoteliers solicit editorial coverage from the media

In order to ensure the funds from the BID are utilized appropriately, the City maintains a formal agreement with the YCVB. This agreement spells out the roles and responsibilities of both parties and the scope of work for the Woodland Marketing and Promotions Coordinator. Staff recommends the Council authorize the City Manager to sign the agreement.

Conclusion

Staff recommends that the City Council: 1. Hold a Public Hearing to receive comments concerning the renewal of the 2015-2016 Annual Assessment for the Woodland Visitor Attraction District (BID); 2. Adopt a Resolution confirming the 2015-2016 Annual Assessment Report; and 3. Approve a Resolution to authorize the City Manager to sign the Administrative Agreement with Yolo County Visitors Bureau and retain a Marketing and Promotions Coordinator to implement the Woodland Visitor Attraction District.

Prepared by: Wendy Ross, Economic Development Manager

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

Attachments:

1. Resolution Confirming Assessment Report and Approving the Levy of an Assessment for the Visitor Attraction District Pursuant to the Parking and Business Improvement Area of 1989.
2. 2015/2016 Annual Assessment Report and Budget
3. Letters of Support
4. Resolution Authorizing City Manager to Execute Agreement
5. Agreement between City and Yolo County Visitor's Bureau and Scope of Work

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
CONFIRMING THE ASSESSMENT REPORT AND APPROVING THE LEVY
OF AN ASSESSMENT FOR THE VISITOR ATTRACTION DISTRICT FOR
FISCAL YEAR 2015-2016 PURSUANT TO THE PARKING AND BUSINESS
IMPROVEMENT AREA LAW OF 1989**

WHEREAS, the Parking and Business Improvement Area Law of 1989, California Streets & Highways Code section 36500 et seq., authorizes cities to levy assessments through a business improvement district;

WHEREAS, on September 7, 2004, the City Council of the City of Woodland adopted Ordinance No. 1404 establishing a Woodland Visitor Attraction District (“District”) and levying assessments;

WHEREAS, on September 2, 2014, the City Council adopted Ordinance 1568, amending Section 23-92 of the Woodland Municipal Code relating to the computation of the visitor-oriented programs;

WHEREAS, the Parking and Business Improvement Area Law of 1989 requires the City to renew the levy of the assessment for each fiscal year;

WHEREAS, the City Council approved the Visitor Attraction District (BID) Assessment Report for Fiscal Year 2015-2016 and a resolution of intention to levy the assessment by Resolution No. 6440 on May 19, 2015;

WHEREAS, the City provided notice of a public hearing to be held by causing the resolution of intention to levy the assessment to be published in the *Daily Democrat* not less than seven (7) days prior to the public hearing;

WHEREAS, the City Council conducted a public hearing on the Visitor Attraction District (BID) Assessment Report for Fiscal Year 2015-2016 pursuant to the Parking and Business Improvement Area Law of 1989, on June 16, 2015; and

WHEREAS, the City Council has found no majority protest as defined by Section 36525 of the California Streets & Highways Code.

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

Section 1. Assessment Report

The City Council confirms its adoption of the Visitor Attraction District (BID)

Assessment Report for Fiscal Year 2015-2016, which identifies the assessment to be levied and collected to pay the costs of improvements and activities described in the report, in the same form as adopted on May 19, 2015.

Section 2. Levy of Assessment

Pursuant to the Parking and Business Improvement Area Law of 1989, the adoption of this resolution shall constitute the levy of the assessment for the Visitor Attraction District for fiscal year 2015-2016.

PASSED AND ADOPTED this 16th of June, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

WOODLAND CHAMBER OF COMMERCE

"WORKING FOR YOU!"

May 29, 2015

Woodland City Council
Woodland City Hall
300 1st Street
Woodland, CA 95695

Dear Mayor Stallard and Councilmembers,

In keeping with the mission of the Woodland Chamber of Commerce to "promote economic progress," and recognizing the need to improve the business climate of the region, the Chamber Board of Directors wish to express their support of the Yolo County Visitors Bureau and the regional tourism projects attracting visitors to our area!

The role of a "Woodland satellite office" is to take all our local assets and sculpt them into a consumer product that generates revenue through tourism; and will create interest to all market segments, such as group sales, conferences, and individual consumers which directly results in increased visitation.

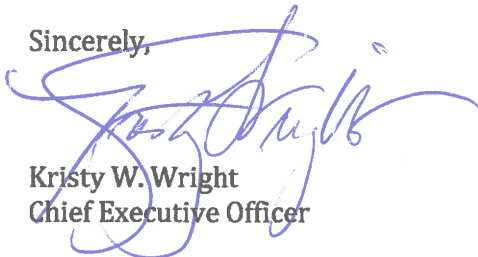
The YCVB in general has been a supportive partner with the Chamber, helping to promote numerous member businesses that cater to tourists. These include hotels, restaurants, museums, and our historic downtown district. They have also done a lot of work promoting events, from our annual Chili Cook-off to the Tomato Festival, Stroll through History, May Festival, the Parade and more.

Chamber members in the hospitality industry appear to still be supportive of the local Visitors Bureau. It is important that the office be able to adequately market our new Community/Senior Center. With the amenities we presently have, the developments currently underway in the downtown, and the proposed projects for our city, we feel continuing to be proactive with marketing efforts for our city is IMPERATIVE.

The Woodland Chamber of Commerce respectfully urges the City Council to support the YCVB and urge you to renew their contract. This way the Yolo County Visitors Bureau and the Woodland satellite office can continue growing Woodlands economy by reaping monetary benefits through investing in tourism for the future!

Thank you for your consideration of this request.

Sincerely,



Kristy W. Wright
Chief Executive Officer



May 29, 2015

Woodland City Council
Woodland City Hall
300 1st Street
Woodland, CA 95695

Dear City Councilmembers,

This is a letter of support for the Yolo County Visitors Bureau. As the President of the Historic Woodland Downtown Business Association, I strongly urge you to renew the agreement between the YCVB, the City, and our hoteliers, so that the YCVB can continue to work to enhance Woodland's future.

The YCVB has been an outstanding partner with our association, helping to promote our district, our businesses, and our events through all of their channels. The YCVB has brought travel writers to the downtown, which has resulted in terrific positive publicity for us. They have helped to distribute our Downtown Woodland Dining Guide, as well as promote Food Truck Mania, Swirl & Slice, First Friday Art Walk, and numerous other downtown events through press releases, social media postings, website pages, and other means.

We have also participated with them in representing Woodland and Yolo County at the annual Sunset Magazine Celebration Weekend in Menlo Park, CA, an event that draws more than 20,000 visitors.

The YCVB is a very important organization that serves our downtown and our community well. We encourage you to let them continue to do just that.

Sincerely,


George Rowland
President, HWDBA



County of Yolo

70 COTTONWOOD STREET

WOODLAND, CALIFORNIA 95695-2557

(530) 666-8140
FAX (530) 662-6094

JOHN YOUNG
AGRICULTURAL COMMISSIONER
SEALER OF WEIGHTS AND MEASURES

Mayor Tom Stallard and Woodland City Council Members
City of Woodland
300 First Street
Woodland, CA 95695

Dear Mayor Stallard and Members of the City Council,

Please accept this letter of support on behalf of the Yolo County Department of Agriculture endorsing the renewal of the Yolo County Visitor's Bureau TBID contract.

Agriculture is the economic engine of the region and the YCVB has done a superb job of promoting it to would-be visitors. In word, image, and deed, the YCVB has made sure that Yolo County is positioned as a welcoming community with strong agricultural roots.

One aspect of this promotion is the annual Farm to Fork Festival held in Sacramento. The Yolo County Visitor's Bureau was one of the early adopters of this festival creating a 40 foot banner and hosting tastings in the Yolo County Festival booth of some of our delicious local fare.

Additionally, the Yolo County Visitor's Bureau is currently working on creating a large showcase event displaying the best of Yolo County flavors next year. We expect this food and wine extravaganza to elevate the awareness visitors have about Yolo County as a very special agricultural region.

For these reasons, and others, we are in full support of the YCVB TBID contract renewal.

Sincerely,

Dennis Chambers
Deputy Agricultural Commissioner
Sealer of Weights and Measures
County of Yolo, Department of Agriculture



2015 – 2016 Annual Assessment Report

Prepared for

The City of Woodland

May 1, 2015

Yolo County Visitors Bureau

132 E Street, Suite 200 • Davis, CA 95616 • (530) 297-1900 • www.yolocvb.org



Yolo County Visitors Bureau 2015 – 2016 Annual Assessment Report

***Our Mission:** To enrich the lives of our citizens by stimulating the economic activity of Woodland, Davis, Winters, Clarksburg and Capay Valley businesses and organizations; to promote cultural, athletic, and educational events and programs that build upon the strengths of our region and the quality of our community life; and to enhance the visitors experience by facilitating the integration of the community and regional resources and assets.*

To accomplish our mission, the Yolo County Visitors Bureau is committed to these core objectives:

- To market our core cities and the region in a way that maximizes the visitor experience while respecting the exceptional quality of life and environment we enjoy
- To compete aggressively with destinations throughout the region in attracting visitors
- To offer – and encourage – outstanding customer service
- To be a regional destination marketing organization that emphasizes partnerships, productivity, and maximum return on investment
- To share expertise on industry issues, trends, and product development with customers and stakeholders
- To measure and report the effectiveness of the organization in generating economic benefits for the community

***Our Vision:** Yolo County is recognized as an exciting, welcoming destination for leisure tourism as well as for professional and recreational events and meetings, tapping the great economic potential of our amenities and attractions and enhancing the lives of our fellow citizens.*

The Yolo County Visitors Bureau (YCVB) markets the cities of Woodland, Davis, and Winters, and the surrounding unincorporated areas of Yolo County, as prime tourist destinations for events and activities, dining and food-related pursuits, arts and entertainment, meetings, recreation, and overnight stays. The YCVB is the recognized leader of an integrated and influential destination marketing organization, working in close collaboration with numerous other agencies to achieve mutual goals. The YCVB provides a full range of information services to tourists and event planners through its website (www.yolocvb.org) and a series of informative brochures and publications.

We strive to create desire for people to be here.





2014/ 2015 YCVB Accomplishments: The YCVB moved aggressively in marketing events and venues throughout the county. Besides continuing efforts begun the prior year, we spend considerable sums in print and web advertising, including *Sunset* and *VIA* magazines, which have significant reach in our region. We successfully linked again to the Sacramento Farm to Fork festival and campaign, gaining considerable exposure to Woodland events (Tomato Festival, Rock 'N Stroll Weekend, Yolo Expo), venues (Heidrick Ag History Center, Gibson House as a top wedding site), products (Route 3 and Simas Family Wines, Z Specialty Foods), and our ag-tourism-friendly culture. We had exhibit booths the annual Bay Area Travel & Adventure Show (attendance: 18,000) and Sunset Magazine Celebration Weekend (attendance: 20,000-plus), where we handed out hundreds of Woodland-oriented brochures, maps, and travel guides. We renewed our Search Engine Marketing campaign to drive more traffic to our website. We continued adding subscribers to our consumer e-newsletter *The Yolo Traveler* which regularly featured Woodland news and content. We also adopted a new, robust Calendar of Events Platform and extended our reach in social media.

The organization's proactive leadership remains firmly committed to engaging the community it serves, maintaining the momentum and spirit of cooperation that has marked the YCVB's progress over the past few years, and to bringing more visitors to our doors.

Organizational Goals:

- Collaborate with local groups, businesses, and venues to provide attractions for visitors
- Explore partnerships with mutual interest in developing tourism for our region
- Pursue a thoughtful, efficient sales and marketing effort targeting leisure and business clientele
- Aggressively promote our attractions and events to visitors
- Provide services that support local organizations in their tourism efforts
- Serve as the leading resource for travel industry perspective and knowledge
- Maintain a professional organization
- Strive to be positive and respectful in all aspects of our work

Strategies:

- Maintain a diverse Board of Directors that operates for the good of the whole region
- Build and enhance cooperation with local entities
- Take an active role in helping to plan and promote events that draw visitors
- Participate in events and use our display booth
- Provide a Visitors Center with abundant resources; produce and distribute visitor publications
- Maintain a website that is attractive to visitors and residents and promotes all regional attractions and events without bias
- Pursue a vigorous program of outreach to generate press coverage
- Maintain association and seek active cooperation with local and regional tourism organizations



Other major achievements for the year included introduction of a new Facebook page *Wines of Yolo County*, which gained more than 1,500 likes in less than four weeks. We successfully launched our visitYOLO feed on Instagram. We also participated in a number of committees and meetings focused on economic development, including the Yolo County Historical Museum/Gibson House (where we are a Board Director), Woodland Chamber of Commerce Marketing Committee, HWDBA, and YoloArts.

We further developed and enhanced our exclusive website for travel journalists: www.discoveryyolocounty.org, which serves as our electronic press kit, updating its pages with new story ideas and appealing photography. We constantly posted our original content to our website and our social media outlets; we also reposted or shared content created by Woodland organizations throughout our network of outlets and contacts.

We continued to fulfill our obligations via-a-vis our complete Memo of Understanding ~

Established initiatives:

- Yolo Visitor Newsletter: includes events news, hotel discount offers or other specials, spotlight attractions
- Visitor Guides offer: “Please Send Me” brochure request form
- Search Engine Marketing campaign with specific landing pages to events and locations
- “Weddings” category on website: listing of venues, services, contact information, photos
- Advertising: *Sunset Magazine*, *VIA Magazine*, *Bicycling Magazine*, *Cycle California!*, and *Sacramento Magazine*.

Venues Promotion:

- Heidrick Ag History Center ~ soon to be renamed the California Agricultural Museum
- Woodland Opera House (venue and events)
- Gibson House / Yolo County Historical Museum (venue and events; also YCVB serves as a Board Director)
- Woodland Farmers Market (in season)
- Woodland Community Center (as location for events and meetings recruitment)
- Antique Shops of Downtown Woodland
- Now Open for Business: as they occur (example: Stack’d & Brew’d)
- Velocity Island Water Park
- Dead Cat Alley, Gallery 625, other art venues
- Reiff’s Antique Gas Station Museum and annual Street Bash

Events Promotion:

- First Friday Art Walk and Music on Main (and other art related events/venues)
- Food Truck Mania
- Gibson House Events: May Festival, Christmas Gala, Saturday with Santa
- Stroll Through History

- Tomato Festival
- Free Museum Day
- Yolo Outdoor Expo
- Yolo Microbrew Festival
- Holiday Parade and related events
- Dynamite Chili Cook-Off
- Annual Scottish Festival and Games
- Mojo's Kitchen428 Restaurant events as they occur (example: Hot Summer Nights series)
- Velocity Island Park Triple Crown competitions
- 4th of July celebrations
- Annual Rhythm & Ribs benefit-St. John's Retirement Village of Woodland
- Woodland Tree Foundation Arbor Day
- Swirl & Slice events
- Yolo County Fair
- YoloArts Farm Gala
- Cycle de Mayo
- Sacramento RiverTrain Zombie Train and other departures from Woodland

Promotional engagements:

- Visit CA staff FAM (familiarization tour)~ pending
- Bay Area Travel Writers "What's New in Woodland Tour" ~ planning for Summer 2015
- Sacramento Farm to Fork Festival ~ September 2014
- Farm-to-Form representation: Heidrick, dining guide, antique store guide, other venues
- CA Film Commission: listing locales for possible commercial and film work
- Bay Area Travel & Adventure Show, January 2015
- Visit California Media Events, San Francisco and Los Angeles
- Sunset Magazine Celebration Weekend, Menlo Park, May 2015
- Redesign of *Woodland Guide & Map*, with expanded content

Other Potential Projects:

- Research statistical analysis of Woodland hotel occupancy and feeder markets
- Research: Survey work to ask: What is the visitor experience in Woodland? What is the visitor's perception of Woodland?
- Participation in conception and creation of additional new events
- *Discover Downtown* promotion in collaboration with downtown restaurants and businesses and local hotels (modeled on a highly successful program from Hays, Kansas)

Selected Active Event Planning and Participation Elsewhere in Yolo County

- U.S. Bicycling Hall of Fame Induction Ceremony
- Holiday Christmas Tree Lighting
- Tour de Cluck
- Davis Farmers Market events
- Transmedia Art Walk
- UC Davis Decision Day and Fall Welcome
- Second Friday ArtAbout (Davis)
- Yolo County Booth at the California State Fair
- Winters Annual Youth Day
- Plein Air Festival / Roots to Wine "Art in the Park"
- Winters Outdoor Quilt Fest
- Winters Summer Concert Series
- Winters Earthquake Festival
- Winters Fourth Friday Celebrations

- Winters Ag Tours
 - Festival de la Comunidad and Carnitas Cook-Off
 - Fall for Winters Festival and Family Holiday Festival
 - Capay Valley Almond Festival and Blossom Trail
 - Annual Mill-In (Yolo Wool Mill), Hoes Down (Fully Belly Farm) and many others
-



Woodland Marketing and Promotions Coordinator ~ New this year, YCVB hired a Marketing and Promotions Coordinator to focus specifically on Woodland with an emphasis on increasing hotel room night stays. Miranda Driver was hired and began working mid-January. Miranda previously worked at the California Department of Public Health (CDPH) in the Tobacco Control Programs Media Unit. At CDPH Miranda worked as a Social Media Coordinator, overseeing the programs social media campaigns and working with the unit to develop fully integrated multi-million dollar statewide marketing campaigns that focused on education and behavior change. Prior to CDPH, Miranda worked at CA Farm Bureau Federation (CFBF) in member and marketing relations. While at CFBF she worked as Program Coordinator of the Young Farmers and Ranchers and Rural Health and Safety programs. Miranda brings a wide variety of skillsets to the Yolo County Visitors Bureau and the City of Woodland.

As the Woodland Marketing and Promotions Coordinator Miranda's scope of work includes the following:

- Represent YCVB and the City of Woodland ("City") hotels at meetings and functions
- Collaborate with City event organizers, visitor attraction venues, and other organizations or agencies to develop and promote events and venues to the general public
- Work with City hoteliers on developing strategies to increase room night stays
- Help City hoteliers promote their amenities, special packages, newsworthy improvements, and similar items
- Publicize, or if necessary, draft press releases for distribution through YCVB and City media contacts
- Engage in social media activities in promotion of City partners and hoteliers
- Draft promotional webpages as needed to be completed for use on the Hotels, YCVB, and city websites for marketing of places to stay and things to do in Woodland
- Place City event information on YCVB calendar of events and City webpages if such events are not already listed (including social media outlets)
- Attend meetings of partner agencies as time permits and as appropriate, including but not limited to Chamber of Commerce Marketing Committee meetings, Historic Woodland Downtown Business Association, Yolo and Sacramento Farm to Fork meetings
- Consult with City personnel regarding venue and event information as necessary

- Attend events outside of the City as appropriate to promote the City, such as the Visit California Media Day, Sunset Magazine Celebration Weekend, and the Bay Area Travel and Adventure Show
- In consultation with YCVB staff and City, solicit editorial coverage from media
- Distribute promotional materials, such as distributing Art Walk flyers to hotels for distribution
- Participate in media familiarization tours as they occur
- Contribute to the drafting of the YCVB Annual Assessment Report for the City of Woodland.

Work done to date:

- Designed and developed updated “Dine in Downtown Woodland” dining guide
- Established bi-weekly meetings with key stakeholders including the City of Woodland, Woodland Hoteliers and the YCVB regarding marketing and promotion efforts.
- Acting as liaison between Velocity Island Park and local hotels to establish relationships and develop packages for park passes and hotel night stays.
- Attended Yolo Outdoor Expo
- Working with the Woodland Farmers Market to create an email list and email marketing campaign, developing social media content to help promote the market.
- Helping the Tomato Festival with outreach and marketing
- Regularly distribute Woodland guide maps and first Friday Art Walk fliers to local hotels
- Regularly attend meetings and correspond with local organizations and business including but not limited to; Yolo Arts, Historic Downtown Woodland Business Association, California Agriculture Museum and the Woodland Chamber of Commerce

Work for the future:

- Create and develop a Visit Woodland Website, which promotes Woodland while maintaining a distinct feeling of the Woodland community and historical roots for a more accurate representation.
- Create a Visit Woodland Facebook page to compliment the website and drive traffic to website.
- Develop and implement targeted visitor attraction and hotel marketing strategies in consultation with hoteliers (i.e. airport advertisements, weekend packages, promotional video, sport tournaments, etc.)
- Continue to meet with local businesses and organizations to explore opportunities for collaboration and room night stays.



YCVB Public Relations: We have had a very productive year including seeing the expansion of a our website dedicated specifically to press members, the launch of a new mobile app to promote events, then continuation of travel consumer and press newsletters, consumer travel show engagements, and increase in our social media platform user engagement and more.

As a member of the Bay Area Travel Writers and the International Wine, Food, & Travel Writers Association, we continue to leverage their active membership to promote our events and attractions.

The YoloCVB maintains a website directed specifically to members of the press. This website, www.discoveryolocounty.org, is a platform for press members to gain valuable information about Yolo County. Site features include story ideas, engaging photos, current and past press releases, event information, press tours, and more.

We continued our official YCVB Partners newsletter, directed to all of our hotels, attractions, city staff, and city council partners in Yolo County. This newsletter focuses on updating our partners on what's happening at the YCVB, upcoming events, and short articles related to the tourism industry.

We continue to send a monthly newsletter geared towards our travel writers and press contacts. This monthly publication highlights our new press website, www.discoveryolocounty.org, features upcoming events, and discusses new and interesting story ideas and pitches. Currently some 500 press contacts receive this targeted email blast.

We continue to send a newsletter dedicated to the consumer travel market. This newsletter goes out to potential travelers who have signed up with us via one of our travel shows, our website, or social media platforms. We feature four stories of upcoming events, as well as a longer attraction feature and a special hotel offer.

The YCVB secured more than \$300,000 in press coverage this past year. We worked with national and regional print magazines on their coverage of our area. The YCVB secured coverage in publications this year, including, *Association News Magazine*, *Destination Magazine*, *Sacramento Magazine*, *Sac Town Magazine*, *Santa Barbara Independent*, *San Jose Mercury News*, *Sacramento Bee*, and *Sacramento Biz Journal* and local TV segments on *Good Day Sacramento* and *Fox40*.

We also secured top placement in both the *Visit California Vacation Guide* and the *Visit California Road Trips Guide*. Woodland was prominently featured with text and images in both publications in the Central Valley section of each guide. These guides are the key marketing pieces that Visit California uses to showcase the regions of California.

Our efforts on behalf of local events produced results. Noted below is the coverage generated through our program:

- TV segments – 10. Outlets include: *News 10, NBC Sacramento, Good Day Sacramento, KCRA, Fox 40, and Sac & Co*
- Website Articles or Event Listings – 30. Sites include: *San Jose Mercury News, Sacramento Biz Journal Online, SacTown Magazine Online, Sacramento Bee, Dog Trekker and Santa Barbara Independent.*
- Website Third Party Listings: approximately 500
- Magazine Articles or Event Listings – 20. Publications include: *Sacramento Biz Journal, Sacramento Magazine, SacTown Magazine, Destination Magazine, and Association News*
- Newspaper Articles or Event Listings – 60. Newspapers include: *San Jose Mercury News, Sacramento Bee, Daily Democrat, Davis Enterprise, Vacaville Reporter, and Contra Costa News.*

Continuing outreach efforts for the coming year include:

- Continue to execute ongoing press release and news of events to keep media up to date
- Leverage our press website, www.discoveryolocounty.org, with current information and story leads for press members.
- Investigate key consumer and trade publications for feature articles about Yolo County and its communities
- Attend or exhibit at travel media group conferences (Society of American Travel Writers, United States Travel Association, Travel & Adventure, International Pow Wow)
- Host individual media and media groups (ex: BATW) with customized “fam tour” itineraries throughout the year
- Look to collaborate with neighboring bureaus (such as Visit California and SCVB) for opportunities to gain exposure via various platforms and events (example, “Sacramento Farm to Fork Capital of America,” ag tours, wine-tasting events)
- Look to make additional public and group presentations (Rotary, etc.) about YCVB activities and initiatives
- Continue to work closely with California Travel & Tourism to promote our county through their numerous publications and programs

Social Media ~ Facebook and Twitter accounts are now being actively used to post news, events, and information, and to help support the businesses of our many “friends” and fans. During the year, we increased our Facebook followers to 3,051. Our *Wines of Yolo County* Facebook page has nearly 1,600 followers.

During the past year we also “promoted” Facebook posts by allocating dollars to be spent to boost specific posts that engaged more readers. Through these “boosted” posts we were able to target our post exposure via zip code which increased event exposure by engaging extra potential visitors (numbers below reflect additional post views):

- More than \$3,000: Amount spent on boosted posts for Woodland specific events and attractions
- 200,000: Additional post reach as a result of dollars spent on boosted posts

We also launched an Instagram page, Visit Yolo. This social media platform lets us use the power of images to showcase Yolo County and its partners.

We will continue to leverage our position on social media and increase exposure through targeted advertising and “engagement” campaigns, including contests and sweepstakes.

Other activities included the following:

- Attended Visit California Media Events in San Francisco and Los Angeles
- Bay Area Travel Adventure Show
 - YCVB had a booth at the Bay Area Travel & Adventure show, at the Santa Clara convention center. Two days, 19,000 visitors.
- Sunset Celebration Weekend (May 31 – June 1 2014); more than 20,000 people
- Hosted writers for Sacramento RiverTrain Zombie Train and Old Sugar Mill
- Press Releases sent out on their behalf:
 - Woodland Tomato Festival
 - Yolo MicroBrew Fest
 - Stroll Through History
 - Rock ‘n Stroll Weekend
 - First Friday Art Walk and Music on Main events
 - Holiday Parade
 - Swirl & Slice
 - Food Truck Mania
 - Zombie Train
 - Woodland Art Walk
 - Cycle de Mayo
 - Woodland Hippie Festival
 - Scottish Festival & Games
 - Sac River Train
- YCVB staff most recently collaborated to craft a new Downtown Woodland Dining Guide.

Distribution of Publications ~ The YCVB produces and distributes comprehensive visitor guide/maps for Davis/UC Davis, Yolo County, and Winters, and of course the updated, expanded *Woodland Guide & Map*. Our guide to county wineries, *Wines of Yolo County*, received widespread distribution, including at the San Francisco Travel Visitor Information Center (where it was a “top pick” in September and October 2014 for special display) as well as SFTA kiosks in Moscone Convention Center. The Visitor Center makes numerous other publications, directories, and promotional materials available to visitors. We continued putting our *Yolo County Guide & Map* at the San Francisco Ferry Building, and added the *Woodland Guide & Map* there as well. In nine months (July 2014 through March 2015), we have delivered nearly 20,000 pieces of literature into the hands of travelers.

Points of distribution include:

- *YCVB Visitor Center*
- *Woodland City Offices*
- *Woodland Chamber of Commerce*
- *Heidrick Ag History Center*
- *Hotel lobbies in Woodland and Davis*
- *San Francisco Travel Association Visitor Information Center (downtown San Francisco) and literature kiosks in Moscone Center and other locations*
- *San Francisco Ferry Building*
- *Davis City Offices*
- *Davis Amtrak Station*
- *Davis Chamber of Commerce*
- *Davis Downtown Business Association*
- *John Natsoulas Gallery*
- *UC Davis Visitor Center, Conference Center, and other locations on campus*
- *Various local places: restaurants, shops, attractions, galleries*

- *Yolo County Offices*
- *Winters City Offices*
- *Winters Visitor Center & Chamber of Commerce*
- *Various tradeshows*
- *Sacramento Convention & Visitors Bureau offices*

www.yolocvb.org ~ In April 2014 we began a new Search Engine Marketing Campaign, working with Madden Media, with whom we have worked successfully in the past. This 6-month campaign drove traffic to various landing pages on our website and pushed signups for our *Yolo Traveler* newsletter.

Overall the campaign delivered 556,970 impressions, 1,726 clicks, and a respectable Click Through Rate (CTR) of 2.11%. Predictably, searches that fell under the “Festivals and Events” category were most prevalent (315,545 impressions / CTR 2.,77%). Following that: “Restaurants” (122,931 / CTR 0.89%), “Wineries” (32,925 / CTR 1.91%), “Visit Yolo County” (20,601 / CTR 1.74%), “Visit Woodland” (19,801 / CTR 1.08%), and “Visit Davis” (15,686 / CTR 0.65%).

Our website features:

- Woodland-specific content on home page and landing pages with original content
- Special landing pages to promote specific events or activities, and to highlight understood visitor preferences
- Home-page headers for Wines, Bike, and Weddings
- Our promotional video
- Significantly enhanced Events calendar, as well as our “Submit Your Event” online tool and social media hooks
- Listings, photographs, and links for all hotels
- Listings for all restaurants, fully searchable by destination and cuisine
- “Things to Do” pages with details for every attraction
- Search function that covers the entire site
- A “Send Me Information” tab for visitors to request guide maps, allowing the YCVB to capture consumer source data

In May 2015 we will begin a complete overhaul of the site to dramatically improve the look and functionality, and migrate to a new url: visityolo.com.

Continuing Vital Collaborations ~ We enjoy excellent working relationships, and serve in various capacities, with: the cities of Woodland, Davis, and Winters; the Chambers of Commerce for Woodland, Davis, and Winters; Historic Woodland Downtown Business Association; Davis Downtown Business Association (Board Liaison); Yolo County Historical Museum (Board Director); Esparto Regional Chamber of Commerce (Board Director); DSIDE (“Designing a Sustainable, Innovative Davis Economy”); Davis Arts Commission; Central Valley Tourism Association (CVTA); YoloArts; and the California State Fair Committee for Yolo County. We also enhanced our relationships with Visit California, California Travel Association, Food Bank of Yolo County, Woodland Tree Foundation, and others.

Through our partnership with the San Francisco Travel Association, the YCVB receives listings on their website, plus listing in their online and print *Visitor Planning Guide*, *Travel Planner’s Guide*, and *Meeting Planner’s Guide*. We also distribute our press releases through their offices; have *Wines*

of Yolo County displayed at their facilities; gain opportunities for media events; and get referrals to visiting travel writers for on-site tours here. We are also looking ahead to participating in their nascent “Beyond the Bridge” promotional program in future years.

The YCVB participated in numerous meetings of the Capay Valley Vision Ag Task Force, helping to formulate a response to proposed County regulations governing, among other activities, agri-tourism in rural areas. New regulation were adopted that embrace a vast majority of the Task Force recommendations, allowing more opportunities for agri-tourism and promising further economic development in this important segment.

The YCVB is also actively engaged with the Sacramento Convention & Visitors Bureau in their major “Farm to Fork” initiative (Sacramento claiming to be “the farm to fork capital of America”). This involves a number of marketing strategies, culminating in a week-long festival in late September 21-28 with a public fair on Capital Mall. Believing that Yolo County *is* the farm to Sacramento’s fork, the YCVB has taken a leadership role in organizing the county’s participation, with meetings, website and newsletter communications, and a core planning/outreach committee. We spearheaded the Yolo County Farm to Fork Working Group to help coordinate everyone’s efforts—including farm tours and farm dinners, as well as our significant presence during the Farm to Fork Festival on Capitol Mall—with meetings headquartered at Kitchen428 in Woodland. We look to be active in this for many years to come.



YCVB 2015 / 2016 Goals

New Collaborations for Woodland in 2015

- Continued input in direction of Marketing & Promotions Coordinator: The YCVB has a clear interest in collaborating with all Woodland partners to make this role a success.
- Creation and promotion of a new Visit Woodland website: Content to include hotel, dining, event, and other information, supported by aggressive online and possibly print advertising.
- Continued development of a new Visit Woodland Facebook page: Content to include events promotions, new business openings, hotel news and special offers, plus shares of other original content from local enterprises, supported by online advertising.
- Refinement and distribution of a new Downtown Woodland Dining Guide: Content to include locator map, complete restaurant listings in the district, text on local history and

color, and restaurant advertising. Distribution points include restaurants, hotels, and local attractions, supported by online advertising and promotion via Woodland YCVB websites.

- Inclusion of appropriate Woodland companies in Farm to Fork: The YCVB will keep gaining exposure via the Sacramento Farm to Fork Festival and related events for Woodland and Yolo County culinary and agri-tourism interests (example: Z Specialty Foods, sampling and retailing honey products at the Festival). Promotion to be a cooperative engagement between YCVB and Sacramento CVB.
- Inclusion of appropriate Woodland companies and organizations in the YCVB *This Is Yolo County!* Initiative: We are planning a major showcase festival in May 2016—intended to be the first of an annual event—to feature foods, wines, and destinations.
- Exhibiting and speaking engagements at Bay Area and Los Angeles Travel & Adventure Shows: We will attend our third Bay Area event and make our debut in L.A. As part of our presence, at both shows we will have 30-minute presentations at the Discovery Theater, a chance to showcase Woodland and Yolo County to a large audience of travel-ready consumers.

Continuing Efforts Throughout Yolo County

- Increase collaborative efforts with particular emphasis on:
 - Local hoteliers, collaborating on promotions, weekend event/promotional package opportunities, tours, and multi-night stays
 - Area art assets and museums and art-related events – First Friday Art Walk, YoloArts-sponsored events, Second Friday ArtAbout, Transmedia Art Walk, Free Museum Day
 - Gaining exposure to multi-purpose venues (such as Woodland Community Center, Hotel Woodland, Old Sugar Mill, and others) for event planner market
 - Winery associations: Roots to Wine and Clarksburg Wine Growers Association
 - Sacramento CVB to leverage their national reach via the Farm to Fork Capitol program
 - Work with willing partners in bringing travel journalists to the region for tours that will generate press coverage
- Take an active role in planning events and initiatives:
 - Stroll Through History (September) working with hotels for “Stroll & Stay” packages
 - Leverage Velocity Island Park events for hotel stays
 - US Bicycling Hall of Fame Induction Weekend (November)
 - Yolo Outdoor Expo (February)
 - Capay Valley Almond Festival (February)
 - Yolo County Booth at the California State Fair (July)
 - Yolo County events relating to Farm to Fork (ongoing)
 - Continued development of Gibson House as a prime wedding and event venue
- Overhaul the existing website for improved presentation and performance
- Continue to enhance Visitors Center and provide service to partner venues
- Increase public relation efforts and media outreach to generate press coverage
- Increase use of social media: develop contests and make sound investments to increase “fan base” and reposting; continue to develop Pinterest and Instagram usage

- Develop and maintain best practices for the organization

YCVB Board of Directors

Reed Youmans, President
Owner, Hallmark Inn Hotel
Davis CA

Chris Hart
Owner, Sacramento RiverTrain
Davis, CA

Doneice Woody, Vice President
Owner, Bull Frog Bees Honey
Winters CA

Vinod Patel
Owner, Holiday Inn Express
Woodland CA

Randii MacNear, Secretary
Executive Director, Davis Farmers Market
Davis CA

Dan Flynn
Executive Director, Olive Oil Center
Mondavi Institute for Food & Wine Science
UC Davis

Maria Lara, Treasurer
General Manager, Royal Guest Hotels
Davis CA

Howard Hupe
Winters Chamber of Commerce
Winters CA

Wayne Ginsburg, Past President
Woodland Chamber of Commerce
Woodland CA

Lynda Hinds
Manager and Buyer
RootStock Gifts and Tasting Room
Winters CA

Christy Hayes
Kitchen 428/Mojo's Lounge & Bar
Woodland CA

Kristy Lyn Levings
ChowDownFarm
Esparto CA

Arvind (Andy) Patel
Hotel Owner (four properties)
Woodland CA

YCVB Staff

Alan Humason
Executive Director
alan@yolocvb.org

Tiffany Dozier
Communications and Public Relations Manager
tiffany@yolocvb.org

Miranda Driver
Woodland Marketing and Promotions Coordinator
Miranda@yolocvb.org



132 E Street, Suite 200 • Davis, CA 95616
(530) 297-1900
www.yolocvb.org

YCVB 2015-2016 Forecast and Budget	Forecast	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
REVENUE													
Woodland BID	\$ 96,000	\$ -	\$ 23,000	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$24,000	\$ -	\$ -	\$ 25,000	\$ -
Woodland Hotel Marketing	\$ 37,848	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154	\$ 3,154
Davis BID (includes Hyatt Place/UCD)	#####	\$ -	\$ 42,250	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$67,500	\$ -	\$ -	\$ 62,000	\$ -
YCVB Strategic Fund	\$ 20,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -
City of Davis (guide/map)	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -
Yolo County (guide/map)	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City of Winters	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Winters Chamber of Commerce	\$ 2,500	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -
Rent (office sublet)	\$ 4,200	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
Other (video production)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (new website development)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (co-op advertising)	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	#####	\$ 18,658	\$ 79,908	\$ 6,658	\$ 11,658	#####	\$ 6,658	\$ 15,408	\$98,158	\$ 8,158	\$ 11,658	\$ 93,658	\$ 6,658

[illegible]

STRS Reports	\$ 1,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300	\$ -
Web Site Hosting	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ -	\$ -
Domain Names	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -
Total Marketing Expense	\$ 148,825	\$ 18,600	\$ 7,325	\$ 18,250	\$ 8,175	\$ 7,650	\$ 9,250	\$ 13,600	\$ 10,500	\$ 14,875	\$ 11,900	\$ 17,325	\$ 11,375	

Medical Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Employee Expense	\$ 181,299	\$ 14,229	\$ 15,209	\$ 13,959	\$ 13,959	\$ 19,353	\$ 13,959	\$ 14,214	\$ 14,214	\$ 14,214	\$ 14,214	\$ 19,761	\$ 14,014	

Administration

Bank Fees	\$ 480	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
Bookeeper	\$ 1,800	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Computer Maintenance	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Computer Equipment	\$ 3,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Copies	\$ 4,560	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380	\$ 380
Tax Preparation	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ 195	\$ -	\$ 120	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes/Tax Filing Fees	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -
Insurance (D&O)	\$ 1,574	\$ 107	\$ 107	\$ 325	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115
Insurance (Liability)	\$ 3,309	\$ 202	\$ 202	\$ 800	\$ 210	\$ 425	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210	\$ 210
Legal Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ 500	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -
Office Supplies & Furnishing	\$ 900	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Payroll Services	\$ 960	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
Postage & Delivery (postage)	\$ 2,400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Postage & Delivery (equipment)	\$ 400	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -
Professional Consultation	\$ 1,000	\$ -	\$ 250	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ 250	\$ -
Rent	\$ 23,468	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 1,924	\$ 2,019	\$ 2,019	\$ 2,019	\$ 2,019
Office Utilities and Upkeep Fee	\$ 4,800	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Office Security System	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone, Internet	\$ 4,140	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345	\$ 345
Uncategorized Expenses	\$ 550	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Total Administration Expense	\$ 57,076	\$ 4,053	\$ 4,623	\$ 6,119	\$ 4,144	\$ 4,534	\$ 5,019	\$ 4,694	\$ 5,734	\$ 5,414	\$ 4,164	\$ 4,414	\$ 4,164	

Conferences, Trade Shows, Major Events

Los Angeles Travel & Adventure Show 2015	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -
LATA 2016 Signup	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -
Bay Area Travel & Adventure Show 2015	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -
BATA 2016 Signup	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -
Visit California Media Day	\$ 3,000	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -
UCD Vendor Showcase	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -
California Travel Summit	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500
WACVB Tech Summit	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -

[illegible]

**RESOLUTION NO.
RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE ADMINISTRATIVE AGREEMENT
WITH YOLO COUNTY VISITORS BUREAU FOR FISCAL YEAR 2015-2016**

WHEREAS, the City of Woodland wishes to promote visitor attraction and seeks assistance with citywide events that attract visitors; and

WHEREAS, the Yolo County Visitors Bureau has been designated as the recipient of the Visitor Attraction District funds and is positioned to assist the District with visitor attraction.

NOW, THEREFORE, BE IT RESOLVED that the Woodland City Council authorizes the City Manager to execute an Administration Agreement (Exhibit A) with the Yolo County Visitors Bureau for provision of visitor attraction services and to administer a portion of the Visitor Attraction District funds.

PASSED AND ADOPTED by the City Council of the City of Woodland this 16th day of June, 2015 by the following vote:

AYES:

NOES:

Tom Stallard, Mayor

ATTEST:

Ana Gonzalez
City Clerk

Woodland Visitor Attraction District Administration Agreement

This agreement is made and entered into between the CITY OF WOODLAND, a municipal corporation, hereinafter called CITY, and the YOLO COUNTY VISITORS BUREAU, a California non-profit corporation, hereinafter called YCVB.

WHEREAS, there was formed and established by the City a Visitor Attraction District, hereinafter call District, pursuant to Ordinance 1404, "An Ordinance of the City Council of the City of Woodland Establishing a Business Improvement District Pursuant to the Parking and Business Improvement Law of 1989", and subsequently Ordinance 1568 amending the Annual Assessment Computation, and

WHEREAS, the District includes all hotels, motels and bed and breakfast establishments located within the boundaries of the City of Woodland; and

WHEREAS, under the terms of the said Ordinance(s), a fee is levied on the businesses within the District for the following purposes:

- (a) Promotion of business activities and visitor-oriented programs within the District;
- (b) Promotion of public events which are to take place on or in public places within the District;
- (c) Furnishing of music in any public place in the District;
- (d) Decoration of any public place in the District;
- (e) Promotion and participation in conferences, activities and sporting events at the Community Center and sporting facilities to promote visitor attraction within the District.

WHEREAS, it is the desire of the City that the primary uses of the revenues reflect the point of view of the businesses within the Visitor Attraction District; and

WHEREAS, the City finds that the YCVB and City or its designee will cooperatively determine the preference of the District businesses to administer the expenditure of the District revenues, the City Council has directed preparation of a contract for administration of the revenue proceeds of the Visitor Attraction District by the YCVB for fifty percent (50%) of the revenues collected, and the City will select a consultant to perform tasks specific to the interest of Woodland as agreed upon with the use of the remaining fifty percent (50%); and

WHEREAS, the City has considered and approved recommended budget for use of the estimated revenues to be allocated to the YCVB from the District for annual operations beginning July 1, 2014. The city portion of funds allocation will be determined on an annual basis via consultation with Woodland establishments.

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

1. City agrees that it will provide the YCVB in writing an estimate of anticipated fee revenues expected to be collected from the Visitor Attraction District for the 2015-2016 fiscal year, July 1 through June 30.
2. YCVB agrees that based on such estimate it shall prepare and submit to the City a report setting forth in general terms the planned activities, programs and events, promotions and the budget for estimated expenditures therefore, for the ensuing year. After approval of said report and projected budget by the City Council, the City agrees to disburse receipts collected from the Visitor Attraction District to the YCVB as hereinafter set forth for the purposes of data collection and reporting.
3. YCVB agrees that the report shall include the actual and projected balance of expenditures and activities for the preceding budget year and a description of activities, events and promotions completed for the preceding budget year.
4. YCVB and City agree that each party will develop, implement, promote and administer programs within the purposes authorized by the said Ordinance(s) and consistent with the attached Scope of Work for the benefit of the said Visitor Attraction District.
5. YCVB agrees to meet with the City of Woodland and selected consultant(s) on a regular basis to coordinate on the execution of the activities outlined within the Scope of Work.
6. City and YCVB have agreed to a scope of work for the Coordinator, which is attached to this First Amendment as **Exhibit 1** and incorporated herein. YCVB shall be solely responsible for managing Coordinator's payroll and benefits. Coordinator shall work out of office space located in Woodland.
7. A. YCVB agrees to keep all necessary books and records in connection with the services performed under this Agreement, and agrees to make them available to a designated representative of the City at all reasonable times for audit purposes.

B. YCVB shall compensate the Coordinator at an hourly rate of twenty dollars (\$20.00) per hour and expects the Coordinator to work approximately twenty-four (24) hours per week. YCVB shall be responsible for paying Coordinator every two weeks and shall also provide all necessary supplies, including technical support, to Coordinator. YCVB shall also reimburse Coordinator for work-related mileage and other work-related expenses. YCVB shall submit a quarterly invoice to City for payroll, supplies, and reimbursement.
8. The term of this Agreement shall be for one year, from July 1, 2015 through June 30, 2016 (term) and thereafter shall be subject to renewal for additional one-year terms upon approval of the City Council, unless one of the parties gives written notice to the other of its desire not to renew at least thirty (30) days before the end of the term. Provided, however, that the Agreement may be terminated by either party after sixty

(60) days written notice to the other. In the event of such termination, YCVB shall account to the City no later than thirty (30) days prior to the termination date, and simultaneously therewith remit to the City any unexpended funds in its possession.

9. City shall coordinate with YCVB for the assessment funds retained by the City.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the date set forth opposite their respective signatures.

Date: _____

City of Woodland

By: _____

Paul Navazio

City Manager

Date: _____

Yolo County Visitors Bureau

By: _____

Alan Humason

Executive Director

Woodland Visitor Attraction District
2015-2016 Scope of Work

Yolo County Visitors Bureau Scope of Work: Below are initiatives and continuing effort the YCVB will undertake in partnership with the City of Woodland to promote the City of Woodland during FY 15/16.

Collaborate with City Staff and other stakeholders in directing activities of Woodland Marketing and Promotions Coordinator

Yolo Traveler Newsletter to include events news, hotel discount offers or other specials, spotlight attractions, future video links

Search Engine Marketing campaign with specific landing pages to events and locations

Weddings category on YCVB website with Woodland venues and referrals

Advertising in Sunset, VIA, Bicycling, California Bicyclist, Sacramento Magazine, and other publications print and online

Promotion of venues, including:

- New Comfort Suites and Marriot Fairfield hotels
- California Agriculture Museum
- Woodland Opera House
- Yolo County Historical Museum / Gibson House
- Woodland Farmers Market
- Woodland Senior/Community Center
- Woodland Sport Park and Community Parks and Ballfields
- Brooks Pool
- Antique Shops Downtown
- Downtown Dining Guide
- “Now Open for Business” (ex: Poppies, Stack’d & Brew’d)
- Velocity Island Park
- Reiff’s Gas Station

Promotion of events, including:

- Grand Openings of new hotels
- First Friday Art Walk
- Yolo Microbrew Fest
- Yolo County Fair events
- Gibson House Mayfest and Christmas Gala events
- Tomato Festival
- Free Museum Day
- Yolo Outdoor Expo
- Dynamite Chili Cook-off
- Scottish Games
- Reiff’s Street Bash
- Hot Summer Nights
- 4th of July Celebrations
- Holiday Parade and related events

Promotional engagements, including

- Sunset Magazine Celebration Weekend
- Bay Area Travel & Adventure Show
- Los Angeles Travel & Adventure Show
- Bay Area Travel Writers “What’s New in Yolo County” Tour
- Sacramento Farm to Fork Festival and related opportunities
- CA Film Commission liaison activities
- Visit California Media Days
- “This Is Yolo County!” inaugural festival, May 2016

Additional recommendations: The YCVB will offer ideas to the City for its consideration on new marketing and promotion opportunities to best allocate the City’s VAD funds.

Other potential projects:

- Creation of Woodland-specific tourism website
- Launch of Woodland-specific tourism Facebook page
- Design of Historic audio walking tour
- Redesign and production of historic walking tour map
- Market research: the visitor experience

FIRST AMENDMENT TO WOODLAND VISITOR ATTRACTION DISTRICT ADMINISTRATION AGREEMENT

This First Amendment to Woodland Visitor Attraction District Administration Agreement (“First Amendment”) is made and entered into between the CITY OF WOODLAND, a municipal corporation of the State of California (“City”) and the YOLO COUNTY VISITORS BUREAU, a California not for profit corporation (“YCVB”). City and YCVB are individually referred to as a “party” and together as the “parties.”

RECITALS

WHEREAS the City established a Visitor Attraction District (“District”), which includes all hotels, motels, and bed and breakfast establishments (collectively “hoteliers”) within the District; and

WHEREAS, a fee is levied on such establishments within the District for the promotion of business, activities, programs, and events within the District, as well as the furnishing of music and decorations in public places within the District, and the promotion and participation in conferences, activities, and sporting events at facilities within the District; and

WHEREAS, the hoteliers requested that the annual assessment increase from one percent (1%) to one and one half percent (1.5%) and that one half of the 1.5% assessment be retained for City of Woodland-specific marketing of hotels, attractions, and events; and

WHEREAS, the YCVB has engaged a Marketing and Promotions Coordinator (“Coordinator”) for the City, who shall be paid from the one half of the 1.5% assessment; and

WHEREAS, the parties now desire to amend the Agreement to specify the terms and conditions regarding the YCVB’s engagement of the Coordinator.

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

1. Section 6 of the Agreement is hereby deleted in its entirety and replaced with the following:

City and YCVB have agreed to a scope of work for the Coordinator, which is attached to this First Amendment as **Exhibit 1** and incorporated herein. YCVB shall be solely responsible for managing Coordinator’s payroll and benefits. Coordinator shall work out of office space provided by the Chamber of Commerce, which has entered into a separate agreement with the YCVB.

2. Section 7 of the Agreement is hereby renumbered to Section 7, Paragraph A, and the following new Paragraph B of Section 7 is hereby added:

- B. YCVB shall compensate the Coordinator at an hourly rate of twenty dollars (\$20.00) per hour and expects the Coordinator to work approximately twenty-four (24) hours per week. YCVB shall be responsible for paying Coordinator every two weeks and shall also provide all necessary supplies, including a computer, office supplies, cellular telephone, and technical support, to Coordinator. YCVB shall also reimburse Coordinator for work-related mileage and other work-related expenses. YCVB shall submit a quarterly invoice to City for payroll, supplies, and reimbursement.

3. This First Amendment shall be effective as of the date the last party to execute the Amendment signs the First Amendment, but the First Amendment shall be retroactive back to _____, 2015, which is the date the Coordinator began working for the YCVB.

4. Unless otherwise expressly amended by this First Amendment, all other terms and conditions contained in the Agreement shall continue on in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment on the date set forth next to their respective signatures.

Date: _____, 2015

City of Woodland

By: _____
Paul Navazio
City Manager

Date: _____, 2015

Yolo County Visitors Bureau

By: _____
Alan Humason
Executive Director

EXHIBIT 1

SCOPE OF WORK FOR MARKETING AND PROMOTIONS COORDINATOR

The Marketing and Promotions Coordinator shall provide the following services pursuant to the Agreement:

- Represent YCVB and the City of Woodland (“City”) hotels at meetings and functions
- Collaborate with City event organizers, visitor attraction venues, and other organizations or agencies to develop and promote events and venues to the general public
- Work with City hoteliers on developing strategies to increase room night stays
- Help City hoteliers promote their amenities, special packages, newsworthy improvements, and similar items
- Publicize, or if necessary, draft press releases for distribution through YCVB and City media contacts
- Engage in social media activities in promotion of City partners and hoteliers
- Draft promotional webpages as needed to be completed for use on the Hotels, YCVB, and city websites for marketing of places to stay and things to do in Woodland
- Place City event information on YCVB calendar of events and City webpages if such events are not already listed (including social media outlets)
- Attend meetings of partner agencies as time permits and as appropriate, including but not limited to Chamber of Commerce Marketing Committee meetings, Historic Woodland Downtown Business Association, Yolo and Sacramento Farm to Fork meetings
- Consult with City personnel regarding venue and event information as necessary
- Attend events outside of the City as appropriate to promote the City, such as the Visit California Media Day, Sunset Magazine Celebration Weekend, and the Bay Area Travel and Adventure Show
- In consultation with YCVB staff and City, solicit editorial coverage from media
- Distribute promotional materials, such as distributing Art Walk flyers to hotels for distribution
- Participate in media familiarization tours as they occur
- Contribute to the drafting of the YCVB Annual Assessment Report for the City of Woodland.

May 29, 2015

Mayor Tom Stallard and Woodland City Council Members
City of Woodland
300 First Street
Woodland, CA 95695

Dear Mayor Stallard and Members of the City Council,

This is a letter of support for the Yolo County Visitors Bureau (YCVB). As a member of the YCVB Board of Directors, and as a Woodland hotelier, I am highly aware of the bureau's activities. The YCVB has my unwavering support and I believe the working agreement with the City of Woodland should definitely be renewed.

The YCVB works closely and effectively with stakeholders in Woodland – certainly including other hoteliers like me – to help craft and deliver the best possible message about Woodland as a great place for events, dining, shopping, and overnight stays. The YCVB holds Woodland as a vital partner to extend and deepen the Yolo County brand, all the while keeping news about Woodland front and center in its efforts. The YCVB has done more to promote Woodland as a destination than any other organization here.

With limited staff and funding, the YCVB runs a vast website plus three Facebook pages along with Instagram and Pinterest social media sites, all of which are used daily to promote Woodland. In addition, they:

- Publish a monthly travel newsletter that always features Woodland content; distribute press releases across a broad spectrum of media; maintain a robust calendar of events;
- Work collaboratively with the Woodland Chamber of Commerce, Historic Woodland Downtown Business Association, YoloArts, Woodland Farmers Market, Woodland Tree Foundation, California Agriculture Museum, and other organizations to promote venues and events; communicate with travel writers and bloggers on a regular basis;
- Bring writers as well as event and meeting planners to Woodland to see the facilities and attractions;
- Make intelligent decisions in spending thousands of dollars to advertise Woodland happenings, in print and online; and
- Ably represent Woodland and Yolo County in many other ways to help our local businesses.

In short, the YCVB is essential to Woodland's continued increasing visibility and growth as a destination, and no doubt will continue to help deliver increasing room night to our hotels.

If you have any questions about my experience with or support of the YCVB, please do not hesitate to contact me.

Sincerely,

Vinod Patel, Partner/COO
Hospitality Management
American Hospitality Services
Holiday Inn Express Hotel
Marriott Fairfield Inn & Suites



Yolo County Historical Museum
512 Gibson Rd.
Woodland, CA 95695

June 1, 2015

Woodland City Council
Woodland City Hall
300 1st Street
Woodland, CA 95695

Dear City Councilmembers,

This is a letter of support for the Yolo County Visitors Bureau. As the Executive Director of the Yolo County Historical Museum—also known as the Gibson House—I strongly urge you to renew the agreement between the YCVB, the City, and our hoteliers, so that the YCVB can continue its important work for Woodland and Yolo County.

The YCVB has been a great help to the Museum. Alan Humason, the YCVB Executive Director, sits on our Board of Directors as Treasurer. Besides weighing in on policy and strategic matters, he has contributed greatly to our understanding and use of social media and online marketing to create more visibility for our venue. He also contributed significantly to our major fundraising events, which of late have been major successes. Having the head of the county visitor bureau have such a hands-on approach has been truly beneficial.

The YCVB as an organization has helped promote the Museum as a wedding venue, and this past year has been our best ever for this business. Of course, weddings tend to increase hotel room nights as well as provide cash flow for the Museum, so having the YCVB's help creates a win-win situation.

The YCVB has been a steadfast supporter of the Gibson House, which of course is one of the most iconic and important landmarks in Woodland and Yolo County. Please support them as well.

Sincerely,

David Flory

David Flory
Executive Director

Legislation Text

File #: 14-772, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: PUBLIC HEARING - Tobacco Retail Licensing Ordinance

Recommendation for Action: Staff recommends that the City Council:

- (1) Conduct a public hearing; and
- (2) Adopt Ordinance No. _____, adding section 15-43 to the Woodland Municipal Code adopting and incorporating by reference Chapter 15 of Title 6 of the Yolo County Code concerning Tobacco Retail Licensing; and
- (3) Adopt Resolution No. _____, authorizing the Woodland City Manager to execute an agreement between the City of Woodland and the County of Yolo for Tobacco Retail Licensing services.

Staff Contact

Dan Bellini, Public Safety Chief - (530)661-7865, dan.bellini@cityofwoodland.org

Fiscal Impact

The cost for enforcement and administration of a Tobacco Retail Licensing Program would be paid for by fees collected through the issuance of Tobacco Retail Permits. The program would therefore be cost-neutral to the City.

Background

State law explicitly permits cities and counties to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local permit for a violation of any state tobacco control law. Research suggests that local tobacco retail ordinances can dramatically reduce youth access to cigarettes.

At the April 7, 2015 City Council meeting, introduced Ordinance 1580 adding section 15-43 to the Woodland Municipal Code adopting and incorporating by reference Chapter 15 of Title 6 of the Yolo County Code concerning Tobacco Retail Licensing. At that time, staff recommended exploring a contract with Yolo County to administer and enforce the provisions of the ordinance within the Woodland City limits as the County currently does in the unincorporated areas of Yolo County and the City of Davis.

Discussion

The City of Woodland has a substantial interest in promoting compliance with laws that regulate the sales and use of tobacco products. In Section 15-41 of the Woodland Municipal Code, the City regulates the retail sale of tobacco by prohibiting the sale of tobacco products out of the package or through a self-service display or a vending machine. The City desires to adopt a tobacco retail licensing ordinance, which would require tobacco

retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and would allow for the suspension or revocation of the permit for a violation of any tobacco control law.

A permitting requirement for a tobacco retailer will not unduly burden legitimate business activities of retailers who sell or distribute cigarettes or other tobacco products to adults but will permit the City to regulate the operation of lawful businesses to discourage violations of tobacco-related laws.

Discussions have occurred between City and County staff to develop a draft agreement with the County to administer and enforce the provisions of the ordinance. Subject to the terms of the agreement, the County shall provide all of the administrative and enforcement services specified under the Ordinance, including but not limited to: receiving, reviewing, and processing the tobacco retail application and the information contained therein, issuing the permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and sanction and prosecution of violators. Any costs borne by the County to administer and enforce the Ordinance within the City limits will be recovered by the fees the County will receive from tobacco retailers within the City, pursuant to the Ordinance. Currently, the Tobacco Retailer Permit through the County costs \$360.00 annually.

Conclusion

- (1) Conduct a public hearing; and
- (2) Adopt Ordinance No. _____, adding section 15-43 to the Woodland Municipal Code adopting and incorporating by reference Chapter 15 of Title 6 of the Yolo County Code concerning Tobacco Retail Licensing; and
- (3) Adopt Resolution No. _____, authorizing the Woodland City Manager to execute an agreement between the City of Woodland and the County of Yolo for Tobacco Retail Licensing services.

Prepared by: Dan Bellini, Public Safety Chief



Paul Navazio, City Manager

Attached: Tobacco Retail Licensing Ordinance
Yolo County Ordinance 1350 for background information only
Resolution between City of Woodland and County of Yolo
Agreement between City of Woodland and County of Yolo for Tobacco Retail
Permit Administrative Services

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND,
AMENDING CHAPTER 15 OF THE WOODLAND MUNICIPAL CODE TO ADD
SECTION 15-43 AND TO ADOPT AND INCORPORATE BY
REFERENCE CHAPTER 15 OF TITLE 6 OF THE YOLO COUNTY
CODE CONCERNING TOBACCO RETAIL PERMITS**

WHEREAS, cigarette smoking and other tobacco use is a continuing public health problem; and

WHEREAS, to confront this issue the State of California has adopted numerous laws regulating the retail sale of tobacco; and

WHEREAS, the City, in Section 15-41 of the Woodland Municipal Code, also regulates the retail sale of tobacco by prohibiting the sale of tobacco products out of the package or through a self-service display or a vending machine; and

WHEREAS, the City has a substantial interest in promoting compliance with laws that regulate the sales and use of tobacco products; and

WHEREAS, in furtherance of this substantial interest, the City desires to adopt a tobacco retail licensing ordinance, which would require tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and would allow for the suspension or revocation of the permit for a violation of any tobacco control law; and

WHEREAS, Section 22971.3 of the Business & Professions Code explicitly permits local governments to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local permit for a violation of any State tobacco control law; and

WHEREAS, a permitting requirement for a tobacco retailer will not unduly burden legitimate business activities of retailers who sell or distribute cigarettes or other tobacco products to adults but will permit the City to regulate the operation of lawful businesses to discourage violations of tobacco-related laws; and

WHEREAS, the County of Yolo ("County") has adopted a tobacco retail licensing ordinance, which requires tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and allows for the suspension or revocation of the permit for a violation of any tobacco control law ("County Ordinance"); and

WHEREAS, the City desires to incorporate by reference the County Ordinance and desires to have the County administer and enforce its provisions within the City limits as it currently does in the unincorporated areas of Yolo County under the County Ordinance.

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

Section 1. Section 15-43 is hereby added to Chapter 15 of the Woodland Municipal Code to read as follows:

Tobacco Retailer Permit

Sec. 15-43 Adoption of Yolo County Code Relating to Tobacco Retail Permits

Title 6, Chapter 15 of the Yolo County Code, pertaining to tobacco retailer permits, is hereby incorporated, in its entirety, by reference into this code and shall be enforced within the limits of the City.

All references to the term "unincorporated areas of the County of Yolo" in Title 6, Chapter 15 of the Yolo County Code shall be to the term "City limits." All references to the term "Chapter" in Title 6, Chapter 15 of the Yolo County Code shall be to the term "Article." All references to the term "Code" in Title 6, Chapter 15 of the Yolo County Code shall be to the Woodland Municipal Code. The reference to the term "County" in Section 6-15.07(c) of the Yolo County Code shall be to the term "City." The reference to the term "County of Yolo" in Section 6-15.15(f) of the Yolo County Code shall be to the term "City." The reference to the term "Board of Supervisors of the County of Yolo" in Section 6-15.16 of the Yolo County Code shall be to the term "City Council."

PASSED AND ADOPTED by the City Council this 16th day of June, 2015, 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

ORDINANCE NO. 1350

(An Ordinance Adding Chapter 15 to Title 6 of the Yolo County Code, Relating to Tobacco Retailers, and Amending Chapter 1 of Title 12, Relating to Business Permits)

The Board of Supervisors of the County of Yolo, State of California, ordains as follows:

SECTION 1. PURPOSE AND FINDINGS.

1. More than 440,000 people die annually in the United States from tobacco-related diseases every year, making it the nation's leading cause of preventable death. The World Health Organization (WHO) estimates that by 2030 tobacco will account for 10 million deaths per year, making it the greatest cause of death worldwide.

2. The Legislature has declared that smoking is the single most important source of preventable disease and premature death in California (Health & Safety Code §118950).

State law requires all tobacco retailers to be licensed by the Board of Equalization in order to curb the illegal sale and distribution of cigarettes that deprive the State yearly of hundreds of millions of tax dollars that fund State and local programs such as health services, anti-smoking campaigns, cancer research, and education programs (Bus. & Prof. Code §§22970.1, 22972).

State law prohibits the sale or furnishing of cigarettes, tobacco products and smoking paraphernalia to minors, as well as the purchase, receipt, or possession of tobacco products by minors (Penal Code §308).

State law requires that tobacco retailers check the identification of tobacco purchasers who reasonably appear to be under 18 years of age (Bus. & Prof. Code §22956), and provides procedures for using persons under 18 years of age to conduct onsite compliance checks of tobacco retailers (Bus. & Prof. Code §22952). State law also requires that tobacco retailers post a conspicuous notice at each point of sale stating that selling tobacco products to anyone under 18 years of age is illegal (Bus. & Prof. Code §22952; Penal Code §308).

State law prohibits the manufacture, distribution, or sale of cigarettes in packages of less than 20 and prohibits the manufacture, distribution, or sale of "roll-your-own" tobacco in packages containing less than 0.60 ounces of tobacco (Penal Code §308.3). State law also prohibits the sale of "bidis" (hand-rolled filter-less cigarettes imported primarily from India and Southeast Asian countries) except in adult-only establishments (Pen. Code §308.1).

3. State and County laws prohibit the sale or display of tobacco products and paraphernalia through a self-service display and prohibit public access to cigarettes without the assistance of a clerk except in adult-only establishments (Bus. & Prof. Code §22962; Yolo County Code Section 6-14.05).

4. Each year, an estimated 924 million packs of cigarettes are consumed by minors 12 to 17 years of age, yielding the tobacco industry \$480 million in profits from underage smokers. Nearly half of all youth smokers nationwide buy the cigarettes they smoke, either directly from retailers or vending machines, or by giving money to others to purchase the cigarettes for them. Most adults who have ever smoked tried their first cigarette by the age of 18 and the average age at which smokers tried their first cigarette is 14.

5. California retailers continue to sell tobacco to underage consumers, evidenced by the following: (a) 14% of all tobacco retailers unlawfully sold to minors in 2004; (b) 31.5 % of non-traditional tobacco retailers such as deli, meat, and produce markets sold tobacco products to minors in 2004; (c) teens surveyed in 2002 say they bought their cigarettes at: gas stations (58%), liquor stores (45%), and supermarkets and small grocery stores (25%); and (d) 29.2% of tobacco retailers in the County of Yolo and 28% of tobacco retailers in the unincorporated areas of the County of Yolo unlawfully sold to minors between 2002 and 2004.

6. Research demonstrates that local tobacco retail ordinances dramatically reduce youth access to cigarettes, as evidenced by the following: (a) a study of several states found that youth sales of tobacco moved from a baseline of 70% of retailers selling to minors before the adoption of the ordinance to less than 5% in the year and a half after enactment; (b) a study of the effect of licensing and enforcement methods used in the Philadelphia area revealed a decrease in sales to minors from 85% in 1994 to 43% in 1998; and (c) a study of several Minnesota cities found that an increased licensing fee in conjunction with strict enforcement of youth access laws led to a decrease from 39.8% to 4.9% in the number of youth able to purchase tobacco.

7. The California courts have affirmed the power of cities and counties to regulate business activities in order to discourage violations of law (**Cohen v. San Francisco** (1985) 40 C.3d 277; **Bravo Vending v. Rancho Mirage** (1993) 16 C.A.4th 383; **EWAP v. Los Angeles** (1979) 97 Cal. App. 3d 179).

8. State law explicitly permits cities and counties to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local Permit for a violation of any state tobacco control law (Bus. & Prof. Code § 22971.3).

9. Hundreds of communities in the United States require a license or permit to sell tobacco products and provide penalties such as suspension or revocation of the license or permit for illegal conduct (e.g., selling tobacco to minors). Numerous cities and counties in California have passed tobacco retailer licensing or permitting ordinances in an effort to stop minors from smoking.

10. The implementation of tobacco permitting or licensing requirements is supported by most Californians, as evidenced by the following: (a) 73% of California adults think tobacco retailers should be licensed or permitted; (b) 65% of California's key opinion leaders surveyed support implementation of tobacco-licensing requirements; and (c) over 90% of enforcement agencies surveyed in 2000 rated Permit suspension or revocation after repeated violations as an effective strategy to reduce youth access to tobacco.

11. The County of Yolo has a substantial interest in promoting compliance with Federal, State and local laws that regulate the sales and use of tobacco products; in discouraging the illegal purchase of tobacco products by minors; in promoting compliance with laws prohibiting sales of cigarettes and tobacco products to minors; and in protecting children from being lured into illegal activity through the misconduct of adults.

12. A permitting requirement for a tobacco retailer will not unduly burden legitimate business activities of retailers who sell or distribute cigarettes or other tobacco products to adults. It will, however, allow the County of Yolo to regulate the operation of lawful businesses to discourage violations of Federal, State, and local tobacco-related laws.

13. It is the intent of the Board of Supervisors in enacting this ordinance to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors, but not to expand or reduce the degree to which the acts regulated by Federal or State law are criminally proscribed or to alter the penalties provided therein.

SECTION 2. Chapter 15 is hereby added to Title 6 of the Yolo County Code, to read as follows: **Chapter 15. Tobacco Retailer Permit.**

Section 6-15.01. Purpose.

The purpose of this Chapter is to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors, by requiring a tobacco retailing permit in the unincorporated areas of the County of Yolo as set forth in this Chapter.

Section 6-15.02. Definitions.

As used herein:

- (a) “Arm’s Length Transaction” means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this Chapter, is not an Arm’s Length Transaction.
- (b) “Department” means the Yolo County Health Department.
- (c) “Director” shall mean the Director of the Yolo County Health Department or her/his written designee.

- (d) “Person” means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.
- (e) “Proprietor” means a Person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a Person has a ten percent (10%) or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a Person can or does have or share ultimate control over the day-to-day operations of a business.
- (f) “Self-Service Display” means the open display of Tobacco Products or Tobacco Paraphernalia in a manner that is accessible to the general public without the assistance of the retailer or employee of the retailer. A Vending Machine is a form of Self-Service Display.
- (g) “Significant Tobacco Retailer” means any Tobacco Retailer whose principal or core business is selling Tobacco Products, Tobacco Paraphernalia, or both, as evidenced by any of the following: (i) twenty percent (20%) or more of floor area and display area is devoted to the sale or exchange of Tobacco products, Tobacco Paraphernalia, or both; (ii) fifty percent (50%) or more of completed sales transactions include a Tobacco Product or Tobacco Paraphernalia; or (iii) sixty-seven percent (67%) or more of gross sales receipts are derived from the sale or exchange of Tobacco Products, Tobacco Paraphernalia, or both.
- (h) “Smoking” means possessing a lighted Tobacco Product, lighted Tobacco Paraphernalia, or any other lighted weed or plant (including a lighted pipe, cigar, hookah pipe, or cigarette of any kind), or the lighting of a Tobacco Product, Tobacco Paraphernalia, or any other weed or plant (including a pipe, cigar, hookah pipe, or cigarette of any kind).
- (i) “Tobacco Paraphernalia” means cigarette papers or wrappers, pipes, holders of smoking materials of all types, cigarette-rolling machines, and any other item designed for the smoking, preparation, storing, consumption or ingestion of Tobacco Products.
- (j) “Tobacco Product” means: (1) any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, or any other preparation of tobacco; and (2) any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco product dependence.

- (k) “Tobacco Retailer” means any Person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, Tobacco Products, or Tobacco Paraphernalia, or who distributes free or low cost samples of Tobacco Products or Tobacco Paraphernalia, without regard to the quantity of tobacco, Tobacco Products, or Tobacco Paraphernalia sold or offered for sale, exchanged or offered for exchange, or distributed or offered for distribution. “Tobacco Retailing” means the doing of any of these things.
- (l) “Tobacco Retailing Permit Hearing Authority “ or “Hearing Authority” means one or more persons assigned by the County Administrative Officer the responsibility of conducting a hearing pursuant to this Chapter, and may hereafter be referred to as the Hearing Authority. The County Administrative Officer shall assign hearing responsibility to any of the following: (1) County management personnel whom the County Administrative Officer finds to be qualified by training and experience to conduct such hearings; (2) Any person(s) qualified by training or experience whom the County Administrative Officer may employ or who are retained by contract to conduct such hearings; or (3) Administrative Law Judges assigned by the State Office of Administrative Hearings. The County Administrative Officer is hereby authorized to contract in the name of the County for the retention of hearing services at rates that do not exceed the financial limitations established by the County’s annual budget and contracting rules, regulations and policies.
- (m) “Vending Machine” means a machine, appliance, or other mechanical device operated by currency, token, debit card, credit card, or any other form of payment that is designed or used for vending purposes, including, but not limited to, machines or devices that use remote control locking mechanisms.

Section 6-15.03. Tobacco Retailer Permit Required.

- (a) It shall be unlawful for any Person to act as a Tobacco Retailer without first obtaining and maintaining a valid Tobacco Retailer's Permit pursuant to this Chapter for each location at which that activity is to occur. A Tobacco Retailer Permit is invalid unless the appropriate fee has been paid in full and the term of the Permit has not expired.
- (b) A Tobacco Retailer or Proprietor without a valid Tobacco Retailer Permit, including but not limited to a person whose Permit has been revoked:
 - (1) Shall keep all Tobacco Products and Tobacco Paraphernalia out of public view.
 - (2) Shall not display any advertisement relating to Tobacco Products or Tobacco Paraphernalia that promotes the sale or distribution of such products from the Tobacco Retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location.

Section 6-15.04. Limits on Tobacco Retailer Permits.

- (a) No permit may issue to authorize Tobacco Retailing at other than a single, fixed location.
- (b) No permit may issue to authorize Tobacco Retailing at any location that is permitted by State law to serve alcoholic beverages for consumption on the premises (e.g., an "on-sale" permit issued by the California Department of Alcoholic Beverage Control).
- (c) No permit may issue to authorize Tobacco Retailing by a Significant Tobacco Retailer; provided however that a Significant Tobacco Retailer operating legally on the date that the ordinance enacting this Chapter was first introduced, and that would otherwise have been entitled to receive a permit pursuant to this Chapter, may receive a permit and may continue to operate so long as (1) the permit is renewed continually without lapse; (2) the Significant Tobacco Retailer is not closed for business for more than sixty (60) consecutive days; (3) the Significant Tobacco Retailer does not substantially change the business premises or business operation; and (4) the Significant Tobacco Retailer's maintains the right to operate under the terms of all other applicable laws.

Section 6-15.05. Application Procedure.

- (a) An application for a Tobacco Retailer's Permit shall be submitted in the name of each Proprietor proposing to conduct retail tobacco sales and shall be signed by each Proprietor or an authorized agent thereof. It is the responsibility of each Proprietor to be informed regarding all laws applicable to Tobacco Retailing, including those laws affecting the

issuance of a Tobacco Retailer's Permit.

- (b) All applications shall be submitted on a form supplied by the Department, shall be accompanied by the application and permit fee established pursuant to this Chapter, and shall contain the following information:
 - (1) The name, address, and telephone number of each Proprietor of the business that is seeking the Permit.
 - (2) The business name, address, and telephone number of the single fixed location for which the Permit is sought.
 - (3) The name and mailing address authorized by each Proprietor to receive all permit-related communications and notices (the Authorized Address). If an Authorized Address is not supplied, each Proprietor shall be understood and deemed to consent to the provision of notice at the business address specified in subparagraph (2) above.
 - (4) Proof that the location for which a Tobacco Retailer's Permit is sought has been issued a valid State tobacco retailer's license by the California Board of Equalization.
 - (5) Whether or not any Proprietor has admitted violating, or has been found to have violated, this Chapter, or whose proprietorship has admitted violating, or has been found to have violated, this Chapter, and, if so, the dates and locations of all such violations within the previous six years.
 - (6) Such other information as the Department deems necessary for the administration or enforcement of this Chapter.
- (c) Each Tobacco Retailer who has been issued a Permit shall update with the Department all information required to be submitted in order to apply for the Permit whenever the information changes. A Tobacco Retailer shall provide the Department with all such updates within ten (10) business days of a change.
- (d) The information specified in subparagraphs (b)(1), (2) and (3) shall be available to the public.

Section 6-15.06. Fees.

The fee to apply for and obtain or renew a Tobacco Retailer's Permit shall be established by resolution of the Board of Supervisors. The fee shall be calculated so as to recover no more than the total cost of permit administration and enforcement, including but not limited to receiving, reviewing and processing the application and the information contained therein, issuing the permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and sanction and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this Chapter. All fees shall be used exclusively to fund the regulatory program authorized by

this Chapter. Fees are nonrefundable except as may otherwise be required by law.

Section 6-15.07. Issuance; Denial; Effect.

- (a) Upon the receipt of an application for a Tobacco Retailer's Permit and the application and permit fee, the Department shall issue a permit unless substantial evidence in the record demonstrates one or more of the following bases for denial:
 - (1) The application is incomplete or inaccurate.
 - (2) The application seeks authorization for Tobacco Retailing by a Proprietor or other Person to whom this Chapter prohibits a Permit to be issued.
 - (3) The application seeks authorization for Tobacco Retailing at a location for which this Chapter prohibits a Permit to be issued.
 - (4) The application seeks authorization for Tobacco Retailing by a Proprietor or other Person for whom, or at a location for which, a Permit revocation is in effect pursuant to this Chapter.
 - (5) The application seeks authorization for Tobacco Retailing that is prohibited pursuant to this Chapter (e.g., mobile vending), that is unlawful pursuant to this Code (e.g., the zoning code), or that is unlawful pursuant to any other law.
- (b) If the Department denies a Permit application, the Department shall notify the applicant in writing of the denial. A notice of denial shall be personally served on, or sent by certified mail to, the Permit holder. The notice shall state the basis of the Department's determination(s) and denial, and shall include an advisement of the right to appeal as set forth in Section 6-15.13.
- (c) Nothing in this Chapter shall be construed to grant any Person obtaining and maintaining a Tobacco Retailer's Permit any status or right other than the right to act as a Tobacco Retailer at the location in the County identified on the face of the Permit. For example, nothing in this Chapter shall be construed to render inapplicable, supercede, or apply in lieu of, any other provision of applicable law, including but not limited to County zoning ordinances, building codes, and business Permit requirements, and any condition or limitation on smoking in enclosed places of employment made applicable to business establishments by California Labor Code Section 6404.5 or any other law or regulation. Obtaining a Tobacco Retailer Permit also does not make the Retailer a "retail or wholesale tobacco shop" for the purposes of California Labor Code Section 6404.5.
- (d) The issuance of a Permit does not constitute a determination by the County that the Tobacco Retailer or Proprietor has complied with all laws applicable to Tobacco Retailing. Nothing in this Chapter shall be construed to vest in any Person obtaining and maintaining a Permit any status or right to act as a Tobacco Retailer in contravention of any provision of law.

- (e) A Permit issued in error, contrary to this Chapter, contrary to any other law, or on the basis of false or misleading information supplied by a Proprietor may be revoked pursuant to Section 6-15.12.

Section 6-15.08. Permit Nontransferable.

- (a) A Tobacco Retailer's Permit may not be transferred from one Person to another or from one location to another. Whenever a Tobacco Retailing location has a change in Proprietors, a new Tobacco Retailer's Permit is required.
- (b) Notwithstanding any other provision of this Chapter, prior violations at a location shall continue to be counted against a location and Permit ineligibility periods shall continue to apply to a location unless:
 - (1) The location has been fully transferred to a new Proprietor or entirely new Proprietors; and
 - (2) The new Proprietor(s) provide the Department with clear and convincing evidence that the new Proprietor(s) have acquired or is acquiring the location in an Arm's Length Transaction.

Section 6-15.09. Permit Term, Renewal and Expiration.

- (a) The term of a Tobacco Retailer Permit is one (1) year.
- (b) Each Tobacco Retailer shall apply for the renewal of his or her Tobacco Retailer's Permit and submit the Permit fee no later than thirty (30) days prior to expiration of the term.
- (c) A Tobacco Retailer's Permit that is not timely renewed as set forth above shall expire at the end of its term.
- (d) To reinstate a Permit that has expired, or to renew a Permit not timely renewed as set forth above, the Proprietor(s) must:
 - (1) Submit the Permit fee plus a reinstatement fee of ten percent (10%) of the Permit fee.
 - (2) Submit a signed affidavit affirming that the Proprietor:
 - (A) Has not sold and will not sell any Tobacco Product or Tobacco Paraphernalia after the Permit expiration date and before the Permit is renewed; or
 - (B) Has waited the appropriate ineligibility period established for Tobacco Retailing without a Permit, as set forth in Section 6-15.14(a) of this Chapter, before seeking renewal of the Permit.

Section 6-15.10. Other Tobacco Retailing Requirements and Prohibitions.

- (a) Each Proprietor shall prominently display each Permit at the location where Tobacco-Retailing is permitted by the Permit.
- (b) In the course of Tobacco Retailing or in the operation of the business or maintenance of the location for which a Permit issued, it shall be a violation of this Chapter for a Proprietor or Tobacco Retailer, or any of the Proprietor's or Tobacco Retailer's agents or employees, to:
 - (1) Violate any Federal, State or local law applicable to Tobacco Products, Tobacco Paraphernalia, or Tobacco Retailing.
 - (2) Violate any Federal, State or local law regulating exterior, storefront, window, or door signage.
- (c) No Person who is younger than the minimum age established by State law for the purchase or possession of Tobacco Products shall engage in Tobacco Retailing.
- (d) No Tobacco Retailer shall display Tobacco Products or Tobacco Paraphernalia by means of a Self-Service Display or engage in Tobacco Retailing by means of a Self-Service Display.

Section 6-15.11. Compliance Monitoring.

- (a) Compliance with this Chapter shall be monitored by the Yolo County District Attorney.
- (b) The District Attorney shall check the compliance of each Tobacco Retailer an average of at least three (3) times per twelve (12) month period. The District Attorney may check the compliance of Tobacco Retailers previously found to be in compliance with the laws regulating access to Tobacco and Tobacco Paraphernalia of persons under the age of eighteen (18) years of age a fewer number of times, so that they may check the compliance of Tobacco Retailers previously found in violation of this Chapter a greater number of times. Nothing in this subSection shall create a right of action in any Tobacco Retailer, Permittee or other Person against the County or its agents if the number of compliance checks varies from the foregoing.
- (c) Compliance checks shall determine, at a minimum, if the Tobacco Retailer is conducting business in a manner that complies with Federal, State and local laws regulating access to Tobacco and Tobacco Paraphernalia of persons under the age of eighteen (18) years of age. When deemed appropriate by the District Attorney, the compliance checks shall determine compliance with other laws applicable to Tobacco Retailing.
- (d) The County shall not enforce any law establishing a minimum age for tobacco purchases or possession against a Person who otherwise might be in violation of such law because of the Person's age (hereinafter "Youth Decoy") if the potential violation occurs when either of the following conditions exist:

- (1) The Youth Decoy is participating in a compliance check supervised by a peace officer or a code enforcement official of the County; or
- (2) The Youth Decoy is participating in a compliance check funded in part, either directly or indirectly through subcontracting, by the Yolo County Health Department or the California Department of Health Services.

Section 6-15.12. Revocation of Permit.

- (a) In addition to any other penalty authorized by law, a Tobacco Retailer's Permit shall be revoked if any court of competent jurisdiction determines, or if the Director finds after the Tobacco Retailer or Permittee is afforded notice and an opportunity to be heard, that the Tobacco Retailer or Permittee, or any of the Tobacco Retailer's or Permittee's officers, agents or employees, has violated any of the requirements, conditions, or prohibitions of this Chapter or, in a different legal proceeding, has pleaded guilty, "no contest" or its equivalent, or admitted to, a violation of any law designated in Section 6-15.10.
- (b) A Tobacco Retailer's Permit shall be revoked if the Department finds, after the Permittee is afforded reasonable notice and an opportunity to be heard, that one or more of the bases for denial of a Permit under Section 6-15.07 existed at the time the Permit application was submitted or at any time thereafter and before the Permit issued. The revocation shall be without prejudice to the filing of a new Permit application.
- (c) A decision to revoke a Permit is appealable to the Tobacco Retailing Permit Hearing Authority pursuant to Section 6-15.13. If such an appeal is made within the time provided in that Section, it shall stay enforcement of the appealed action.
- (d) A notice of revocation shall be personally served on, or sent by certified mail to, the Permit holder. The notice shall state the basis of the Department's determination(s) and the revocation, and shall include an advisement of the right to appeal as set forth in Section 6-15.13.
- (e) During the period that any permit is revoked, the Proprietor shall prominently display a notice advising the public of the revocation, in the form and in the manner designated by the Department.
- (f) After revocation pursuant to subSection (a) above, a new permit may be issued only in accordance with the following:
 - (1) After revocation for a first violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than ten (10) days have passed from the date of revocation.
 - (2) After revocation for a second violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that

Proprietor or other Person, until not less than ninety (90) days have passed from the date of revocation.

- (3) After revocation for a third violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than one (1) year has passed from the date of revocation.
- (4) After revocation for four or more violations of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than five (5) years have passed from the date of revocation.

Section 6-15.13. Appeal; Judicial Review.

- (a) Except as otherwise provided by law, any decision made appealable to the Hearing Authority pursuant to this Chapter shall be subject to the following requirements and procedures.
- (b) Any appeal must be in writing, shall state the specific reasons therefor and the grounds asserted for relief and the specific relief requested, and shall be filed with the County Administrative Officer within ten (10) calendar days of personal service of the notice of the action being appealed, or within fifteen (15) calendar days of mailing if the notice is only served by mail. If any Person to whom the notice of violation was given does not file a written appeal within the time and in the manner set forth above, the right to review of the Department's determination shall be deemed to have been waived, and the Department's decision shall be final.

If a written appeal is filed within the time and in the manner set forth above, the matter shall be heard by the Hearing Authority.

- (c) Not later than fifteen (15) days after receipt of the appeal, the County Administrative Officer shall provide written notice to the parties of the date, time, and place of the hearing, in the manner specified above for a notice of revocation.
- (d) The provisions of the Administration Procedure Act (commencing with Section 11500 of the Government Code of the State) shall not be applicable to such hearing, nor shall formal rules of evidence in civil or criminal judicial proceedings be so applicable.

A record of the hearing shall be made by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made. Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.

A decision of the Hearing Authority shall be supported by substantial evidence. The Hearing Authority shall sustain the Department's decision if the Hearing Authority finds that any lawful basis for the Department's action exists.

- (e) Following the conclusion of the hearing, the Hearing Authority shall prepare a written decision that either grants or denies the appeal, contains findings of facts and conclusions of law, and includes notification that the time limit within which a judicial review shall be sought is governed by Code of Civil Procedure Section 1094.6. Notice of the written decision, including a copy thereof, shall be filed with the County Administrative Officer and served upon all parties not later than seven (7) days following the date on which the hearing is closed.

The Hearing Authority's written decision shall be the final decision of the County, and shall become final upon the date that notice thereof is mailed to the appellant by certified mail.

- (f) Any determination of the Hearing Authority shall be subject to judicial review pursuant to Code of Civil Procedure Section 1094.5.

Section 6-15.14. Enforcement: Tobacco Retailing Without a Permit; Tobacco Retailing in Violation of Chapter.

- (a) In addition to any other penalty authorized by law, if the Department finds or any court of competent jurisdiction determines, after notice and an opportunity to be heard, that any Person has engaged in Tobacco Retailing at a location without a valid Tobacco Retailer's license, either directly or through the Person's agents or employees, the Person shall be ineligible to apply for or be issued a Tobacco Retailing license for that location as follows:
 - (1) After a first violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than thirty (30) days have passed from the date of the violation.
 - (2) After a second violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than ninety (90) days have passed from the date of the violation.
 - (3) After of a third or subsequent violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than five (5) years have passed from the date of the violation.
- (b) Tobacco Products and Tobacco Paraphernalia offered for sale or exchange in violation of this Chapter are subject to seizure by the Department or any peace officer, and shall be forfeited after the licensee and any other owner of the Tobacco Products and Tobacco Paraphernalia seized is given reasonable notice by the Department and an opportunity to demonstrate that the Tobacco Products and Tobacco Paraphernalia were not offered for sale or exchange in violation of this Chapter. The decision by the Department may be

appealed pursuant to the procedures set forth in Section 6-15.13. Forfeited Tobacco Products and Tobacco Paraphernalia shall be destroyed.

- (c) Each day after the effective date of this Chapter on which Tobacco Products or Tobacco Paraphernalia are offered for sale in violation of this Chapter shall constitute a violation of this Chapter separate and apart from any other violation of this Chapter.
- (d) For a first or second alleged violation of this Chapter within any sixty- (60) month period, the Director may engage in settlement negotiations and, with the County Counsel's concurrence, may enter into a settlement agreement with a Tobacco Retailer alleged to have violated this Chapter without approval from the Board of Supervisors. Notice of any settlement shall be provided to the Board, and no hearing shall be held. Settlements shall not be confidential and shall contain the following minimum terms:
 - (1) After a first alleged violation of this Chapter at a location within any sixty- (60) month period:
 - (A) An admission that the violation occurred and a stipulation that the violation will be counted when considering what penalty will be assessed for any future violations;
 - (B) An agreement to stop acting as a Tobacco Retailer for at least one (1) day; and
 - (C) A settlement payment to the County of at least one thousand dollars (\$1,000).
 - (2) After a second alleged violation of this Chapter at a location within any sixty- (60) month period:
 - (A) An admission that the violation occurred and a stipulation that the violation will be counted when considering what penalty will be assessed for any future violations;
 - (B) An agreement to stop acting as a Tobacco Retailer for at least ten (10) days; and
 - (C) A settlement payment to the County of at least five thousand dollars (\$5,000).

Section 6-15.15. Additional Enforcement.

- (a) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall also constitute a violation of this Chapter.
- (b) Violations of this Chapter may, in the discretion of the District Attorney, be prosecuted as criminal infractions or misdemeanors.
- (c) Violations of this Chapter are subject to a civil action brought by the District Attorney, punishable as follows:

- (1) A fine not less than two hundred fifty dollars (\$250) and not exceeding one thousand dollars (\$1,000) for a first violation in any sixty- (60) month period;
 - (2) A fine not less than one thousand dollars (\$1,000) and not exceeding two thousand five hundred dollars (\$2,500) for a second violation in any sixty- (60) month period; or
 - (3) A fine not less than two thousand five hundred dollars (\$2,500) and not exceeding five thousand dollars (\$5,000) for a third or subsequent violation in any sixty- (60) month period.
- (d) Any violation of this Chapter is hereby declared to be a public nuisance as well as a private nuisance that is presumed to at least nominally damage each and every resident of the community in which the business operates.
 - (e) In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the District Attorney, including but not limited to, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.
 - (f) Any Person, including the County of Yolo, acting for the interests of itself, its members, or the general public (hereinafter “the Private Enforcer”) may bring a civil action to enforce this Chapter.
- (1) Upon proof of a violation, a court shall award to the Private Enforcer the following:
 - (A) Damages in the amount of either:
 - (i) Upon proof, actual damages; or
 - (ii) With insufficient or no proof of the amount of actual damages, five hundred dollars (\$500) for each violation of this Chapter (hereinafter “Statutory Damages”). Unless otherwise specified in this Chapter, each day of a continuing violation shall constitute a separate violation. Notwithstanding any other provision of this Chapter, no Private Enforcer suing on behalf of the general public shall recover Statutory Damages based upon a violation of this Chapter if a previous claim brought on behalf of the general public for Statutory Damages and based upon the same violation has been adjudicated, whether or not the Private Enforcer was a party to that adjudication.
 - (B) Exemplary damages, where it is proven by clear and convincing evidence that the defendant is guilty of oppression, fraud, malice, or a conscious disregard for the public health.
 - (C) Injunctive Relief.

- (3) Notwithstanding any legal or equitable bar against a Private Enforcer seeking relief on his/her/its own behalf, a Private Enforcer may bring an action to enforce this Chapter solely on behalf of the general public. When a Private Enforcer brings an action solely on behalf of the general public, nothing about such an action shall act to preclude or bar the Private Enforcer from bringing a subsequent action based upon the same facts but seeking relief on the Private Enforcer's own behalf.
- (4) Nothing in this Chapter shall prohibit the Private Enforcer from bringing an action in small claims court to enforce this Chapter, so long as the amount in demand and the type of relief sought are within the jurisdictional requirements of small claims court as set forth in California Code of Civil Procedure section 116.220.
- (g) Whenever evidence of a violation of this Chapter is obtained in any part through the participation of a Person under the age of eighteen (18) years old, such a Person shall not be required (but shall be permitted) to appear or give testimony in any civil or administrative process brought to enforce this Chapter and the alleged violation shall be adjudicated based upon the sufficiency and persuasiveness of the evidence presented.
- (h) The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity.
- (i) Any peace officer may enforce the penal provisions of this Chapter.

Section 6-15.16. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The Board of Supervisors of the County of Yolo hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 3. Section 12-1.501 of Article 5 of Chapter 1 of Title 12 of the Yolo County Code is hereby amended to read as follows:

Section 12-1.501. Applications.

Any person required to apply for and obtain a Permit under the provisions of this Chapter shall prepare and submit to the Business Licensing Officer an application for such Permit on forms provided for such purpose by the County. In addition to any other information required by the County, the application shall indicate whether the applicant sells or intends to sell any Tobacco Product or Tobacco Paraphernalia as those terms are defined in Chapter 15 of Title 6 of this Code.

SECTION 4. EFFECTIVE DATE/PUBLICATION.

This ordinance shall take effect and be in force thirty (30) days after its passage and adoption, and prior to the expiration of fifteen (15) days from the passage, this ordinance shall be published once in the Daily Democrat, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California this _16_ day of ___May_____, 2006, by the following vote:

Ayes: 5
Noes: 0
Absent: 0
Abstentions: 0

Frank Sieferman, Jr., Chair
Board of Supervisors
County of Yolo, State of California

Attest:
Ana Morales, Clerk
Board of Supervisors

By _____
Deputy
(Seal)

Approved as to Form:
Robin T. Drivon, County Counsel

By
Stephen B. Nocita, Senior Deputy

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA AUTHORIZING THE WOODLAND CITY
MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF
WOODLAND AND THE COUNTY OF YOLO FOR TOBACCO RETAIL
LICENSING SERVICES**

WHEREAS, the City has a substantial interest in promoting compliance with laws that regulate the sales and use of tobacco products; and

WHEREAS, in furtherance of this substantial interest, the City desires to adopt a tobacco retail licensing ordinance, which would require tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and would allow for the suspension or revocation of the permit for a violation of any tobacco control law; and

WHEREAS, Section 22971.3 of the Business & Professions Code explicitly permits local governments to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local permit for a violation of any State tobacco control law; and

WHEREAS, the County of Yolo ("County") has adopted a tobacco retail licensing ordinance, which requires tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and allows for the suspension or revocation of the permit for a violation of any tobacco control law ("County Ordinance"); and

WHEREAS, the City desires to incorporate by reference the County Ordinance and desires to have the County administer and enforce its provisions within the City limits as it currently does in the unincorporated areas of Yolo County under the County Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES
RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council authorizes the City Manager or his designee to execute the contract with Yolo County and any other document related to the implementation of the tobacco retail licensing within the City of Woodland.

PASSED AND ADOPTED this _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Tom Stallard, Mayor

ATTEST:

Ana Gonzalez, City Clerk

**AGREEMENT BETWEEN
CITY OF WOODLAND AND COUNTY OF YOLO
FOR TOBACCO RETAIL PERMIT ADMINISTRATION SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2015 ("Effective Date"), by and between the City of Woodland, a municipal corporation of the State of California ("City"), and the County of Yolo, a political subdivision of the State of California ("County").

RECITALS

WHEREAS, the City, by Ordinance No. _____ ("Ordinance"), has incorporated by reference Title 6, Chapter 15 of the Yolo County Code ("County Ordinance"), which provides for a tobacco retail permit system; and

WHEREAS, the City enacted its Ordinance in order to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors; and

WHEREAS, the County agrees to assist the City in enforcing the Ordinance by providing such administrative and enforcement services as are specified under the Ordinance; and

WHEREAS, any costs borne by the County to administer and enforce the Ordinance within the City limits shall be recovered by the fees the County will receive from tobacco retailers within the City, pursuant to the Ordinance.

AGREEMENT

NOW, THEREFORE, the City and County agree as follows:

Section 1. Incorporation of Recitals

The above recitals, including the paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

Section 2. Responsibilities Under the Agreement

a. County Responsibilities

1. Subject to the terms of this Agreement, and provided that the terms of Section 2(b) have been satisfied, the County shall provide all of the administrative and enforcement services specified under the Ordinance, including but not limited to: receiving, reviewing and processing the tobacco retail application and the information contained therein, issuing the permit, administering the permit program, retailer education, retailer inspection and

compliance checks, documentation of violations, and sanction and prosecution of violators ("Services").

2. Meet with the appropriate City personnel on a yearly basis, at a time and location to be chosen convenient for both parties, to assess the status of this Agreement and to discuss any modifications thereto.

b. City Responsibilities

1. Provide information regarding the Ordinance to any business applying for a business license under Chapter 13 of the Woodland Municipal Code.

2. Communicate from time to time with Tobacco Retailers regarding the Ordinance.

3. Not interfere with, or in any way hinder, County's, or any of County's employees, officers, agents, or designated representatives in the performance of their duties pursuant to this Agreement.

4. Assist the County so far as reasonably appropriate in carrying out the terms of this Agreement.

5. Meet with the appropriate County personnel on a yearly basis, at a time and location to be chosen convenient for both parties, to assess the status of this Agreement and to discuss any modifications thereto.

c. County and City Responsibilities. The responsibilities listed hereunder shall not be construed so as to preclude existing or future County or City rights and responsibilities.

Section 3. Compensation and Fees

The parties agree that the City will not directly compensate the County for providing the Services specified herein. The County shall be reimbursed for its costs through the fees it will charge pursuant to the Ordinance, including fees charged to obtain or renew a Tobacco Retailer's Permit. Such fees shall be established by resolution of the Board of Supervisors of the County, and the City shall make no claim to any such fees charged by the County.

Section 4. Term

This Agreement shall commence on the Effective Date and shall remain in effect so long as not terminated by either party pursuant to Section 6.

Section 5. Mutual Indemnification

Each party (the "Indemnifying Party") agrees to indemnify, defend (with counsel selected by the Indemnifying Party and reasonably acceptable to the other party) and hold harmless the

other party (the "Indemnified Party") from all claims arising in connection with this Agreement. As used in this Agreement, the term "claims" means any and all actions, causes of action, claims, attorney's fees, costs, demands, lawsuits, liens, and liabilities of any kind or nature in law, equity or otherwise, which are hereafter asserted by any third party against the Indemnified Party based on the acts or omissions of the Indemnifying Party.

Section 6. Termination

This Agreement may be terminated for the following reasons:

- a. Upon the termination of the Ordinance or County Ordinance, or a substantial change in either one; or
- b. For any reason by either party at any time during the term of this Agreement, provided that written notice is given pursuant to Section 9 six (6) months prior to the effective date of termination

Section 7. Conflict Between Agreement and Ordinance

Any conflict between the terms of this Agreement and the Ordinance shall be resolved in favor of the Ordinance.

Section 8. Applicable Laws/Venue

In the performance of the services required by this Agreement, both parties shall comply with all applicable Federal, State, County, and City statutes, ordinances, regulations, directives and laws. The interpretation and performance of this Master Agreement shall be governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed in the Superior Court of the County of Yolo.

Section 9. Notice

All notices, consents, demands, and other communications from one party to the other given pursuant to the terms of this Agreement or under the laws of the State of California, shall be deemed to have been delivered when deposited in the United States Mail, certified or registered, postage prepaid, addressed to City or County at the respective addresses specified below or to such other place as City or County may from time to time designate in a written notice to the other:

City of Woodland:

City of Woodland
City Manager's Office
300 First Street
Woodland, CA 95695
Attn: City Manager

County of Yolo:

County of Yolo
Public Health Department
10 Cottonwood Street
Woodland, CA 95695
Attn: Health Program
Coordinator (Tobacco
Education Program)

Nothing herein shall prevent service of notice by other reliable means, except to the extent required by law, including but not limited to personal service, Express Mail, or other forms of reliable mail service other than the U.S. Postal Service.

Section 10. Complete Agreement.

There are no oral agreements between City and County affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between City and County or displayed by City to County with respect to the subject matter of this Agreement. There are no representations between City and County other than those contained in this Agreement, and all reliance with respect to any representations is based solely upon the terms of this Agreement.

Section 11. Amendment.

This Agreement may be amended by City and County only by a written agreement signed by both parties.

Section 12. Assignment.

The City and County shall not assign its rights or obligations hereunder.

Section 13. Severability.

If any provisions of this Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of this Agreement, and all such other provisions shall remain in full force and effect. In the event the entire Agreement is unenforceable, then this Agreement shall immediately terminate and the revocable license described herein shall be deemed revocable.

Section 14. Attorneys' Fees.

In the event that any legal action or proceeding is commenced to enforce or interpret the provisions of this Agreement or any rights arising out of this Agreement, the prevailing party in such legal action shall be entitled to recover reasonable attorneys' fees, including expert fees and the costs of enforcing any judgment.

Section 15. Non-liability of Officials, Employees and Agents.

No governing board member, official, employee, agent, or volunteer of either party shall be personally liable for any damages related to any default or breach by the other party, or for any obligations under the terms of this Agreement.

Section 16. Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. In addition, this Agreement may contain more than one counterpart of the signature page and may be executed by the affixing of the signatures of each of the parties to any one of such counterpart signature pages; all of such counterpart signature pages shall read as though one, and they shall have the same force and effect as though all of the signers had signed a single signature page.

Section 17. Authorization to Execute Agreements.

The County Administrator is authorized to execute this Agreement, pursuant to action taken by the Board of Supervisors of Yolo County on _____. The City Manager of the City of Woodland is authorized to execute this Agreement, pursuant to action taken by the City of Woodland City Council on _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF Woodland,
a municipal corporation
of the State of California

COUNTY OF YOLO, a
political subdivision of
the State of California

By: _____
Paul Navazio
City Manager

By: _____
Patrick S. Blacklock
County Administrator

Approved as to form

By: _____
Kara K. Ueda
City Attorney

ORDINANCE NO. 1350

(An Ordinance Adding Chapter 15 to Title 6 of the Yolo County Code, Relating to Tobacco Retailers, and Amending Chapter 1 of Title 12, Relating to Business Permits)

The Board of Supervisors of the County of Yolo, State of California, ordains as follows:

SECTION 1. PURPOSE AND FINDINGS.

1. More than 440,000 people die annually in the United States from tobacco-related diseases every year, making it the nation's leading cause of preventable death. The World Health Organization (WHO) estimates that by 2030 tobacco will account for 10 million deaths per year, making it the greatest cause of death worldwide.

2. The Legislature has declared that smoking is the single most important source of preventable disease and premature death in California (Health & Safety Code §118950).

State law requires all tobacco retailers to be licensed by the Board of Equalization in order to curb the illegal sale and distribution of cigarettes that deprive the State yearly of hundreds of millions of tax dollars that fund State and local programs such as health services, anti-smoking campaigns, cancer research, and education programs (Bus. & Prof. Code §§22970.1, 22972).

State law prohibits the sale or furnishing of cigarettes, tobacco products and smoking paraphernalia to minors, as well as the purchase, receipt, or possession of tobacco products by minors (Penal Code §308).

State law requires that tobacco retailers check the identification of tobacco purchasers who reasonably appear to be under 18 years of age (Bus. & Prof. Code §22956), and provides procedures for using persons under 18 years of age to conduct onsite compliance checks of tobacco retailers (Bus. & Prof. Code §22952). State law also requires that tobacco retailers post a conspicuous notice at each point of sale stating that selling tobacco products to anyone under 18 years of age is illegal (Bus. & Prof. Code §22952; Penal Code §308).

State law prohibits the manufacture, distribution, or sale of cigarettes in packages of less than 20 and prohibits the manufacture, distribution, or sale of "roll-your-own" tobacco in packages containing less than 0.60 ounces of tobacco (Penal Code §308.3). State law also prohibits the sale of "bidis" (hand-rolled filter-less cigarettes imported primarily from India and Southeast Asian countries) except in adult-only establishments (Pen. Code §308.1).

3. State and County laws prohibit the sale or display of tobacco products and paraphernalia through a self-service display and prohibit public access to cigarettes without the assistance of a clerk except in adult-only establishments (Bus. & Prof. Code §22962; Yolo County Code Section 6-14.05).

4. Each year, an estimated 924 million packs of cigarettes are consumed by minors 12 to 17 years of age, yielding the tobacco industry \$480 million in profits from underage smokers. Nearly

half of all youth smokers nationwide buy the cigarettes they smoke, either directly from retailers or vending machines, or by giving money to others to purchase the cigarettes for them. Most adults who have ever smoked tried their first cigarette by the age of 18 and the average age at which smokers tried their first cigarette is 14.

5. California retailers continue to sell tobacco to underage consumers, evidenced by the following: (a) 14% of all tobacco retailers unlawfully sold to minors in 2004; (b) 31.5 % of non-traditional tobacco retailers such as deli, meat, and produce markets sold tobacco products to minors in 2004; (c) teens surveyed in 2002 say they bought their cigarettes at: gas stations (58%), liquor stores (45%), and supermarkets and small grocery stores (25%); and (d) 29.2% of tobacco retailers in the County of Yolo and 28% of tobacco retailers in the unincorporated areas of the County of Yolo unlawfully sold to minors between 2002 and 2004.

6. Research demonstrates that local tobacco retail ordinances dramatically reduce youth access to cigarettes, as evidenced by the following: (a) a study of several states found that youth sales of tobacco moved from a baseline of 70% of retailers selling to minors before the adoption of the ordinance to less than 5% in the year and a half after enactment; (b) a study of the effect of licensing and enforcement methods used in the Philadelphia area revealed a decrease in sales to minors from 85% in 1994 to 43% in 1998; and (c) a study of several Minnesota cities found that an increased licensing fee in conjunction with strict enforcement of youth access laws led to a decrease from 39.8% to 4.9% in the number of youth able to purchase tobacco.

7. The California courts have affirmed the power of cities and counties to regulate business activities in order to discourage violations of law (Cohen v. San Francisco (1985) 40 C.3d 277; Bravo Vending v. Rancho Mirage (1993) 16 C.A.4th 383; EWAP v. Los Angeles (1979) 97 Cal. App. 3d 179).

8. State law explicitly permits cities and counties to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local Permit for a violation of any state tobacco control law (Bus. & Prof. Code § 22971.3).

9. Hundreds of communities in the United States require a license or permit to sell tobacco products and provide penalties such as suspension or revocation of the license or permit for illegal conduct (e.g., selling tobacco to minors). Numerous cities and counties in California have passed tobacco retailer licensing or permitting ordinances in an effort to stop minors from smoking.

10. The implementation of tobacco permitting or licensing requirements is supported by most Californians, as evidenced by the following: (a) 73% of California adults think tobacco retailers should be licensed or permitted; (b) 65% of California's key opinion leaders surveyed support implementation of tobacco-licensing requirements; and (c) over 90% of enforcement agencies surveyed in 2000 rated Permit suspension or revocation after repeated violations as an effective strategy to reduce youth access to tobacco.

11. The County of Yolo has a substantial interest in promoting compliance with Federal, State and local laws that regulate the sales and use of tobacco products; in discouraging the illegal purchase of tobacco products by minors; in promoting compliance with laws

prohibiting sales of cigarettes and tobacco products to minors; and in protecting children from being lured into illegal activity through the misconduct of adults.

12. A permitting requirement for a tobacco retailer will not unduly burden legitimate business activities of retailers who sell or distribute cigarettes or other tobacco products to adults. It will, however, allow the County of Yolo to regulate the operation of lawful businesses to discourage violations of Federal, State, and local tobacco-related laws.

13. It is the intent of the Board of Supervisors in enacting this ordinance to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors, but not to expand or reduce the degree to which the acts regulated by Federal or State law are criminally proscribed or to alter the penalties provided therein.

SECTION 2. Chapter 15 is hereby added to Title 6 of the Yolo County Code, to read as follows: **Chapter 15. Tobacco Retailer Permit.**

Section 6-15.01. Purpose.

The purpose of this Chapter is to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors, by requiring a tobacco retailing permit in the unincorporated areas of the County of Yolo as set forth in this Chapter.

Section 6-15.02. Definitions.

As used herein:

- (a) “Arm’s Length Transaction” means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this Chapter, is not an Arm’s Length Transaction.
- (b) “Department” means the Yolo County Health Department.
- (c) “Director” shall mean the Director of the Yolo County Health Department or her/his written designee.
- (d) “Person” means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

- (e) “Proprietor” means a Person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a Person has a ten percent (10%) or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a Person can or does have or share ultimate control over the day-to-day operations of a business.
- (f) “Self-Service Display” means the open display of Tobacco Products or Tobacco Paraphernalia in a manner that is accessible to the general public without the assistance of the retailer or employee of the retailer. A Vending Machine is a form of Self-Service Display.
- (g) “Significant Tobacco Retailer” means any Tobacco Retailer whose principal or core business is selling Tobacco Products, Tobacco Paraphernalia, or both, as evidenced by any of the following: (i) twenty percent (20%) or more of floor area and display area is devoted to the sale or exchange of Tobacco products, Tobacco Paraphernalia, or both; (ii) fifty percent (50%) or more of completed sales transactions include a Tobacco Product or Tobacco Paraphernalia; or (iii) sixty-seven percent (67%) or more of gross sales receipts are derived from the sale or exchange of Tobacco Products, Tobacco Paraphernalia, or both.
- (h) “Smoking” means possessing a lighted Tobacco Product, lighted Tobacco Paraphernalia, or any other lighted weed or plant (including a lighted pipe, cigar, hookah pipe, or cigarette of any kind), or the lighting of a Tobacco Product, Tobacco Paraphernalia, or any other weed or plant (including a pipe, cigar, hookah pipe, or cigarette of any kind).
- (i) “Tobacco Paraphernalia” means cigarette papers or wrappers, pipes, holders of smoking materials of all types, cigarette-rolling machines, and any other item designed for the smoking, preparation, storing, consumption or ingestion of Tobacco Products.
- (j) “Tobacco Product” means: (1) any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, or any other preparation of tobacco; and (2) any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco product dependence.
- (k) “Tobacco Retailer” means any Person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, Tobacco Products, or Tobacco Paraphernalia, or who distributes free or low cost samples of Tobacco Products or Tobacco Paraphernalia, without regard to the quantity of tobacco, Tobacco Products, or Tobacco Paraphernalia sold or offered for sale, exchanged or offered for exchange, or distributed or offered for distribution. “Tobacco Retailing” means the doing of any of these things.

- (l) “Tobacco Retailing Permit Hearing Authority “ or “Hearing Authority” means one or more persons assigned by the County Administrative Officer the responsibility of conducting a hearing pursuant to this Chapter, and may hereafter be referred to as the Hearing Authority. The County Administrative Officer shall assign hearing responsibility to any of the following: (1) County management personnel whom the County Administrative Officer finds to be qualified by training and experience to conduct such hearings; (2) Any person(s) qualified by training or experience whom the County Administrative Officer may employ or who are retained by contract to conduct such hearings; or (3) Administrative Law Judges assigned by the State Office of Administrative Hearings. The County Administrative Officer is hereby authorized to contract in the name of the County for the retention of hearing services at rates that do not exceed the financial limitations established by the County’s annual budget and contracting rules, regulations and policies.
- (m) “Vending Machine” means a machine, appliance, or other mechanical device operated by currency, token, debit card, credit card, or any other form of payment that is designed or used for vending purposes, including, but not limited to, machines or devices that use remote control locking mechanisms.

Section 6-15.03. Tobacco Retailer Permit Required.

- (a) It shall be unlawful for any Person to act as a Tobacco Retailer without first obtaining and maintaining a valid Tobacco Retailer's Permit pursuant to this Chapter for each location at which that activity is to occur. A Tobacco Retailer Permit is invalid unless the appropriate fee has been paid in full and the term of the Permit has not expired.
- (b) A Tobacco Retailer or Proprietor without a valid Tobacco Retailer Permit, including but not limited to a person whose Permit has been revoked:
 - (1) Shall keep all Tobacco Products and Tobacco Paraphernalia out of public view.
 - (2) Shall not display any advertisement relating to Tobacco Products or Tobacco Paraphernalia that promotes the sale or distribution of such products from the Tobacco Retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location.

Section 6-15.04. Limits on Tobacco Retailer Permits.

- (a) No permit may issue to authorize Tobacco Retailing at other than a single, fixed location.
- (b) No permit may issue to authorize Tobacco Retailing at any location that is permitted by State law to serve alcoholic beverages for consumption on the premises (e.g., an "on-sale" permit issued by the California Department of Alcoholic Beverage Control).
- (c) No permit may issue to authorize Tobacco Retailing by a Significant Tobacco Retailer; provided however that a Significant Tobacco Retailer operating legally on the date that the ordinance enacting this Chapter was first introduced, and that would otherwise have been entitled to receive a permit pursuant to this Chapter, may receive a permit and may continue to operate so long as (1) the permit is renewed continually without lapse; (2) the Significant Tobacco Retailer is not closed for business for more than sixty (60) consecutive days; (3) the Significant Tobacco Retailer does not substantially change the business premises or business operation; and (4) the Significant Tobacco Retailer's maintains the right to operate under the terms of all other applicable laws.

Section 6-15.05. Application Procedure.

- (a) An application for a Tobacco Retailer's Permit shall be submitted in the name of each Proprietor proposing to conduct retail tobacco sales and shall be signed by each Proprietor or an authorized agent thereof. It is the responsibility of each Proprietor to be informed regarding all laws applicable to Tobacco Retailing, including those laws affecting the

issuance of a Tobacco Retailer's Permit.

- (b) All applications shall be submitted on a form supplied by the Department, shall be accompanied by the application and permit fee established pursuant to this Chapter, and shall contain the following information:
 - (1) The name, address, and telephone number of each Proprietor of the business that is seeking the Permit.
 - (2) The business name, address, and telephone number of the single fixed location for which the Permit is sought.
 - (3) The name and mailing address authorized by each Proprietor to receive all permit-related communications and notices (the Authorized Address). If an Authorized Address is not supplied, each Proprietor shall be understood and deemed to consent to the provision of notice at the business address specified in subparagraph (2) above.
 - (4) Proof that the location for which a Tobacco Retailer's Permit is sought has been issued a valid State tobacco retailer's license by the California Board of Equalization.
 - (5) Whether or not any Proprietor has admitted violating, or has been found to have violated, this Chapter, or whose proprietorship has admitted violating, or has been found to have violated, this Chapter, and, if so, the dates and locations of all such violations within the previous six years.
 - (6) Such other information as the Department deems necessary for the administration or enforcement of this Chapter.
- (c) Each Tobacco Retailer who has been issued a Permit shall update with the Department all information required to be submitted in order to apply for the Permit whenever the information changes. A Tobacco Retailer shall provide the Department with all such updates within ten (10) business days of a change.
- (d) The information specified in subparagraphs (b)(1), (2) and (3) shall be available to the public.

Section 6-15.06. Fees.

The fee to apply for and obtain or renew a Tobacco Retailer's Permit shall be established by resolution of the Board of Supervisors. The fee shall be calculated so as to recover no more than the total cost of permit administration and enforcement, including but not limited to receiving, reviewing and processing the application and the information contained therein, issuing the permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and sanction and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this Chapter. All fees shall be used exclusively to fund the regulatory program authorized by

this Chapter. Fees are nonrefundable except as may otherwise be required by law.

Section 6-15.07. Issuance; Denial; Effect.

- (a) Upon the receipt of an application for a Tobacco Retailer's Permit and the application and permit fee, the Department shall issue a permit unless substantial evidence in the record demonstrates one or more of the following bases for denial:
 - (1) The application is incomplete or inaccurate.
 - (2) The application seeks authorization for Tobacco Retailing by a Proprietor or other Person to whom this Chapter prohibits a Permit to be issued.
 - (3) The application seeks authorization for Tobacco Retailing at a location for which this Chapter prohibits a Permit to be issued.
 - (4) The application seeks authorization for Tobacco Retailing by a Proprietor or other Person for whom, or at a location for which, a Permit revocation is in effect pursuant to this Chapter.
 - (5) The application seeks authorization for Tobacco Retailing that is prohibited pursuant to this Chapter (e.g., mobile vending), that is unlawful pursuant to this Code (e.g., the zoning code), or that is unlawful pursuant to any other law.
- (b) If the Department denies a Permit application, the Department shall notify the applicant in writing of the denial. A notice of denial shall be personally served on, or sent by certified mail to, the Permit holder. The notice shall state the basis of the Department's determination(s) and denial, and shall include an advisement of the right to appeal as set forth in Section 6-15.13.
- (c) Nothing in this Chapter shall be construed to grant any Person obtaining and maintaining a Tobacco Retailer's Permit any status or right other than the right to act as a Tobacco Retailer at the location in the County identified on the face of the Permit. For example, nothing in this Chapter shall be construed to render inapplicable, supercede, or apply in lieu of, any other provision of applicable law, including but not limited to County zoning ordinances, building codes, and business Permit requirements, and any condition or limitation on smoking in enclosed places of employment made applicable to business establishments by California Labor Code Section 6404.5 or any other law or regulation. Obtaining a Tobacco Retailer Permit also does not make the Retailer a "retail or wholesale tobacco shop" for the purposes of California Labor Code Section 6404.5.
- (d) The issuance of a Permit does not constitute a determination by the County that the Tobacco Retailer or Proprietor has complied with all laws applicable to Tobacco Retailing. Nothing in this Chapter shall be construed to vest in any Person obtaining and maintaining a Permit any status or right to act as a Tobacco Retailer in contravention of any provision of law.

- (e) A Permit issued in error, contrary to this Chapter, contrary to any other law, or on the basis of false or misleading information supplied by a Proprietor may be revoked pursuant to Section 6-15.12.

Section 6-15.08. Permit Nontransferable.

- (a) A Tobacco Retailer's Permit may not be transferred from one Person to another or from one location to another. Whenever a Tobacco Retailing location has a change in Proprietors, a new Tobacco Retailer's Permit is required.
- (b) Notwithstanding any other provision of this Chapter, prior violations at a location shall continue to be counted against a location and Permit ineligibility periods shall continue to apply to a location unless:
 - (1) The location has been fully transferred to a new Proprietor or entirely new Proprietors; and
 - (2) The new Proprietor(s) provide the Department with clear and convincing evidence that the new Proprietor(s) have acquired or is acquiring the location in an Arm's Length Transaction.

Section 6-15.09. Permit Term, Renewal and Expiration.

- (a) The term of a Tobacco Retailer Permit is one (1) year.
- (b) Each Tobacco Retailer shall apply for the renewal of his or her Tobacco Retailer's Permit and submit the Permit fee no later than thirty (30) days prior to expiration of the term.
- (c) A Tobacco Retailer's Permit that is not timely renewed as set forth above shall expire at the end of its term.
- (d) To reinstate a Permit that has expired, or to renew a Permit not timely renewed as set forth above, the Proprietor(s) must:
 - (1) Submit the Permit fee plus a reinstatement fee of ten percent (10%) of the Permit fee.
 - (2) Submit a signed affidavit affirming that the Proprietor:
 - (A) Has not sold and will not sell any Tobacco Product or Tobacco Paraphernalia after the Permit expiration date and before the Permit is renewed; or
 - (B) Has waited the appropriate ineligibility period established for Tobacco Retailing without a Permit, as set forth in Section 6-15.14(a) of this Chapter, before seeking renewal of the Permit.

Section 6-15.10. Other Tobacco Retailing Requirements and Prohibitions.

- (a) Each Proprietor shall prominently display each Permit at the location where Tobacco-Retailing is permitted by the Permit.
- (b) In the course of Tobacco Retailing or in the operation of the business or maintenance of the location for which a Permit issued, it shall be a violation of this Chapter for a Proprietor or Tobacco Retailer, or any of the Proprietor's or Tobacco Retailer's agents or employees, to:
 - (1) Violate any Federal, State or local law applicable to Tobacco Products, Tobacco Paraphernalia, or Tobacco Retailing.
 - (2) Violate any Federal, State or local law regulating exterior, storefront, window, or door signage.
- (c) No Person who is younger than the minimum age established by State law for the purchase or possession of Tobacco Products shall engage in Tobacco Retailing.
- (d) No Tobacco Retailer shall display Tobacco Products or Tobacco Paraphernalia by means of a Self-Service Display or engage in Tobacco Retailing by means of a Self-Service Display.

Section 6-15.11. Compliance Monitoring.

- (a) Compliance with this Chapter shall be monitored by the Yolo County District Attorney.
- (b) The District Attorney shall check the compliance of each Tobacco Retailer an average of at least three (3) times per twelve (12) month period. The District Attorney may check the compliance of Tobacco Retailers previously found to be in compliance with the laws regulating access to Tobacco and Tobacco Paraphernalia of persons under the age of eighteen (18) years of age a fewer number of times, so that they may check the compliance of Tobacco Retailers previously found in violation of this Chapter a greater number of times. Nothing in this subSection shall create a right of action in any Tobacco Retailer, Permittee or other Person against the County or its agents if the number of compliance checks varies from the foregoing.
- (c) Compliance checks shall determine, at a minimum, if the Tobacco Retailer is conducting business in a manner that complies with Federal, State and local laws regulating access to Tobacco and Tobacco Paraphernalia of persons under the age of eighteen (18) years of age. When deemed appropriate by the District Attorney, the compliance checks shall determine compliance with other laws applicable to Tobacco Retailing.
- (d) The County shall not enforce any law establishing a minimum age for tobacco purchases or possession against a Person who otherwise might be in violation of such law because of the Person's age (hereinafter "Youth Decoy") if the potential violation occurs when either of the following conditions exist:

- (1) The Youth Decoy is participating in a compliance check supervised by a peace officer or a code enforcement official of the County; or
- (2) The Youth Decoy is participating in a compliance check funded in part, either directly or indirectly through subcontracting, by the Yolo County Health Department or the California Department of Health Services.

Section 6-15.12. Revocation of Permit.

- (a) In addition to any other penalty authorized by law, a Tobacco Retailer's Permit shall be revoked if any court of competent jurisdiction determines, or if the Director finds after the Tobacco Retailer or Permittee is afforded notice and an opportunity to be heard, that the Tobacco Retailer or Permittee, or any of the Tobacco Retailer's or Permittee's officers, agents or employees, has violated any of the requirements, conditions, or prohibitions of this Chapter or, in a different legal proceeding, has pleaded guilty, "no contest" or its equivalent, or admitted to, a violation of any law designated in Section 6-15.10.
- (b) A Tobacco Retailer's Permit shall be revoked if the Department finds, after the Permittee is afforded reasonable notice and an opportunity to be heard, that one or more of the bases for denial of a Permit under Section 6-15.07 existed at the time the Permit application was submitted or at any time thereafter and before the Permit issued. The revocation shall be without prejudice to the filing of a new Permit application.
- (c) A decision to revoke a Permit is appealable to the Tobacco Retailing Permit Hearing Authority pursuant to Section 6-15.13. If such an appeal is made within the time provided in that Section, it shall stay enforcement of the appealed action.
- (d) A notice of revocation shall be personally served on, or sent by certified mail to, the Permit holder. The notice shall state the basis of the Department's determination(s) and the revocation, and shall include an advisement of the right to appeal as set forth in Section 6-15.13.
- (e) During the period that any permit is revoked, the Proprietor shall prominently display a notice advising the public of the revocation, in the form and in the manner designated by the Department.
- (f) After revocation pursuant to subSection (a) above, a new permit may be issued only in accordance with the following:
 - (1) After revocation for a first violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than ten (10) days have passed from the date of revocation.
 - (2) After revocation for a second violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that

Proprietor or other Person, until not less than ninety (90) days have passed from the date of revocation.

- (3) After revocation for a third violation of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than one (1) year has passed from the date of revocation.
- (4) After revocation for four or more violations of this Chapter at any location within any sixty- (60) month period, no new Permit may issue for that location, or that Proprietor or other Person, until not less than five (5) years have passed from the date of revocation.

Section 6-15.13. Appeal; Judicial Review.

- (a) Except as otherwise provided by law, any decision made appealable to the Hearing Authority pursuant to this Chapter shall be subject to the following requirements and procedures.
- (b) Any appeal must be in writing, shall state the specific reasons therefor and the grounds asserted for relief and the specific relief requested, and shall be filed with the County Administrative Officer within ten (10) calendar days of personal service of the notice of the action being appealed, or within fifteen (15) calendar days of mailing if the notice is only served by mail. If any Person to whom the notice of violation was given does not file a written appeal within the time and in the manner set forth above, the right to review of the Department's determination shall be deemed to have been waived, and the Department's decision shall be final.

If a written appeal is filed within the time and in the manner set forth above, the matter shall be heard by the Hearing Authority.

- (c) Not later than fifteen (15) days after receipt of the appeal, the County Administrative Officer shall provide written notice to the parties of the date, time, and place of the hearing, in the manner specified above for a notice of revocation.
- (d) The provisions of the Administration Procedure Act (commencing with Section 11500 of the Government Code of the State) shall not be applicable to such hearing, nor shall formal rules of evidence in civil or criminal judicial proceedings be so applicable.

A record of the hearing shall be made by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made. Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.

A decision of the Hearing Authority shall be supported by substantial evidence. The Hearing Authority shall sustain the Department's decision if the Hearing Authority finds that any lawful basis for the Department's action exists.

- (e) Following the conclusion of the hearing, the Hearing Authority shall prepare a written decision that either grants or denies the appeal, contains findings of facts and conclusions of law, and includes notification that the time limit within which a judicial review shall be sought is governed by Code of Civil Procedure Section 1094.6. Notice of the written decision, including a copy thereof, shall be filed with the County Administrative Officer and served upon all parties not later than seven (7) days following the date on which the hearing is closed.

The Hearing Authority's written decision shall be the final decision of the County, and shall become final upon the date that notice thereof is mailed to the appellant by certified mail.

- (f) Any determination of the Hearing Authority shall be subject to judicial review pursuant to Code of Civil Procedure Section 1094.5.

Section 6-15.14. Enforcement: Tobacco Retailing Without a Permit; Tobacco Retailing in Violation of Chapter.

- (a) In addition to any other penalty authorized by law, if the Department finds or any court of competent jurisdiction determines, after notice and an opportunity to be heard, that any Person has engaged in Tobacco Retailing at a location without a valid Tobacco Retailer's license, either directly or through the Person's agents or employees, the Person shall be ineligible to apply for or be issued a Tobacco Retailing license for that location as follows:
 - (1) After a first violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than thirty (30) days have passed from the date of the violation.
 - (2) After a second violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than ninety (90) days have passed from the date of the violation.
 - (3) After of a third or subsequent violation of this Chapter at a location within any sixty- (60) month period, no license may issue for the Person at the location until not less than five (5) years have passed from the date of the violation.
- (b) Tobacco Products and Tobacco Paraphernalia offered for sale or exchange in violation of this Chapter are subject to seizure by the Department or any peace officer, and shall be forfeited after the licensee and any other owner of the Tobacco Products and Tobacco Paraphernalia seized is given reasonable notice by the Department and an opportunity to demonstrate that the Tobacco Products and Tobacco Paraphernalia were not offered for sale or exchange in violation of this Chapter. The decision by the Department may be

appealed pursuant to the procedures set forth in Section 6-15.13. Forfeited Tobacco Products and Tobacco Paraphernalia shall be destroyed.

- (c) Each day after the effective date of this Chapter on which Tobacco Products or Tobacco Paraphernalia are offered for sale in violation of this Chapter shall constitute a violation of this Chapter separate and apart from any other violation of this Chapter.
- (d) For a first or second alleged violation of this Chapter within any sixty- (60) month period, the Director may engage in settlement negotiations and, with the County Counsel's concurrence, may enter into a settlement agreement with a Tobacco Retailer alleged to have violated this Chapter without approval from the Board of Supervisors. Notice of any settlement shall be provided to the Board, and no hearing shall be held. Settlements shall not be confidential and shall contain the following minimum terms:
 - (1) After a first alleged violation of this Chapter at a location within any sixty- (60) month period:
 - (A) An admission that the violation occurred and a stipulation that the violation will be counted when considering what penalty will be assessed for any future violations;
 - (B) An agreement to stop acting as a Tobacco Retailer for at least one (1) day; and
 - (C) A settlement payment to the County of at least one thousand dollars (\$1,000).
 - (2) After a second alleged violation of this Chapter at a location within any sixty- (60) month period:
 - (A) An admission that the violation occurred and a stipulation that the violation will be counted when considering what penalty will be assessed for any future violations;
 - (B) An agreement to stop acting as a Tobacco Retailer for at least ten (10) days; and
 - (C) A settlement payment to the County of at least five thousand dollars (\$5,000).

Section 6-15.15. Additional Enforcement.

- (a) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this Chapter shall also constitute a violation of this Chapter.
- (b) Violations of this Chapter may, in the discretion of the District Attorney, be prosecuted as criminal infractions or misdemeanors.
- (c) Violations of this Chapter are subject to a civil action brought by the District Attorney, punishable as follows:

- (1) A fine not less than two hundred fifty dollars (\$250) and not exceeding one thousand dollars (\$1,000) for a first violation in any sixty- (60) month period;
 - (2) A fine not less than one thousand dollars (\$1,000) and not exceeding two thousand five hundred dollars (\$2,500) for a second violation in any sixty- (60) month period; or
 - (3) A fine not less than two thousand five hundred dollars (\$2,500) and not exceeding five thousand dollars (\$5,000) for a third or subsequent violation in any sixty- (60) month period.
- (d) Any violation of this Chapter is hereby declared to be a public nuisance as well as a private nuisance that is presumed to at least nominally damage each and every resident of the community in which the business operates.
 - (e) In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the District Attorney, including but not limited to, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.
 - (f) Any Person, including the County of Yolo, acting for the interests of itself, its members, or the general public (hereinafter “the Private Enforcer”) may bring a civil action to enforce this Chapter.
- (1) Upon proof of a violation, a court shall award to the Private Enforcer the following:
 - (A) Damages in the amount of either:
 - (i) Upon proof, actual damages; or
 - (ii) With insufficient or no proof of the amount of actual damages, five hundred dollars (\$500) for each violation of this Chapter (hereinafter “Statutory Damages”). Unless otherwise specified in this Chapter, each day of a continuing violation shall constitute a separate violation. Notwithstanding any other provision of this Chapter, no Private Enforcer suing on behalf of the general public shall recover Statutory Damages based upon a violation of this Chapter if a previous claim brought on behalf of the general public for Statutory Damages and based upon the same violation has been adjudicated, whether or not the Private Enforcer was a party to that adjudication.
 - (B) Exemplary damages, where it is proven by clear and convincing evidence that the defendant is guilty of oppression, fraud, malice, or a conscious disregard for the public health.
 - (C) Injunctive Relief.

- (3) Notwithstanding any legal or equitable bar against a Private Enforcer seeking relief on his/her/its own behalf, a Private Enforcer may bring an action to enforce this Chapter solely on behalf of the general public. When a Private Enforcer brings an action solely on behalf of the general public, nothing about such an action shall act to preclude or bar the Private Enforcer from bringing a subsequent action based upon the same facts but seeking relief on the Private Enforcer's own behalf.
- (4) Nothing in this Chapter shall prohibit the Private Enforcer from bringing an action in small claims court to enforce this Chapter, so long as the amount in demand and the type of relief sought are within the jurisdictional requirements of small claims court as set forth in California Code of Civil Procedure section 116.220.
- (g) Whenever evidence of a violation of this Chapter is obtained in any part through the participation of a Person under the age of eighteen (18) years old, such a Person shall not be required (but shall be permitted) to appear or give testimony in any civil or administrative process brought to enforce this Chapter and the alleged violation shall be adjudicated based upon the sufficiency and persuasiveness of the evidence presented.
- (h) The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity.
- (i) Any peace officer may enforce the penal provisions of this Chapter.

Section 6-15.16. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The Board of Supervisors of the County of Yolo hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 3. Section 12-1.501 of Article 5 of Chapter 1 of Title 12 of the Yolo County Code is hereby amended to read as follows:

Section 12-1.501. Applications.

Any person required to apply for and obtain a Permit under the provisions of this Chapter shall prepare and submit to the Business Licensing Officer an application for such Permit on forms provided for such purpose by the County. In addition to any other information required by the County, the application shall indicate whether the applicant sells or intends to sell any Tobacco Product or Tobacco Paraphernalia as those terms are defined in Chapter 15 of Title 6 of this Code.

SECTION 4. EFFECTIVE DATE/PUBLICATION.

This ordinance shall take effect and be in force thirty (30) days after its passage and adoption, and prior to the expiration of fifteen (15) days from the passage, this ordinance shall be published once in the Daily Democrat, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California this _16_ day of ___May_____, 2006, by the following vote:

Ayes: 5
Noes: 0
Absent: 0
Abstentions: 0

Frank Sieferman, Jr., Chair
Board of Supervisors
County of Yolo, State of California

Attest:
Ana Morales, Clerk
Board of Supervisors

By _____
Deputy
(Seal)

Approved as to Form:
Robin T. Drivon, County Counsel

By
Stephen B. Nocita, Senior Deputy

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA AUTHORIZING THE WOODLAND
CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN
THE CITY OF WOODLAND AND THE COUNTY OF YOLO FOR
TOBACCO RETAIL LICENSING SERVICES**

WHEREAS, the City has a substantial interest in promoting compliance with laws that regulate the sales and use of tobacco products; and

WHEREAS, in furtherance of this substantial interest, the City desires to adopt a tobacco retail licensing ordinance, which would require tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and would allow for the suspension or revocation of the permit for a violation of any tobacco control law; and

WHEREAS, Section 22971.3 of the Business & Professions Code explicitly permits local governments to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local permit for a violation of any State tobacco control law; and

WHEREAS, the County of Yolo ("County") has adopted a tobacco retail licensing ordinance, which requires tobacco retailers to obtain a local permit to sell tobacco products or tobacco paraphernalia and allows for the suspension or revocation of the permit for a violation of any tobacco control law ("County Ordinance"); and

WHEREAS, the City desires to incorporate by reference the County Ordinance and desires to have the County administer and enforce its provisions within the City limits as it currently does in the unincorporated areas of Yolo County under the County Ordinance.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES
RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

SECTION 1. The City Council authorizes the City Manager or his designee to execute the contract with Yolo County and any other document related to the implementation of the tobacco retail licensing within the City of Woodland.

PASSED AND ADOPTED this ____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

Tom Stallard, Mayor

ATTEST:

Ana Gonzalez, City Clerk

Approved as to form:

Kara K. Ueda
City ATorney

**AGREEMENT BETWEEN
CITY OF WOODLAND AND COUNTY OF YOLO
FOR TOBACCO RETAIL PERMIT ADMINISTRATION SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2015, by and between the City of Woodland, a municipal corporation of the State of California ("City"), and the County of Yolo, a political subdivision of the State of California ("County").

RECITALS

WHEREAS, the City, by Ordinance No. _____ ("Ordinance"), has incorporated by reference Title 6, Chapter 15 of the Yolo County Code ("County Ordinance"), which provides for a tobacco retail permit system; and

WHEREAS, the City enacted its Ordinance in order to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors; and

WHEREAS, the County agrees to assist the City in enforcing the Ordinance by providing such administrative and enforcement services as are specified under the Ordinance, on the terms and conditions specified in this Agreement; and

WHEREAS, any costs borne by the County to administer and enforce the Ordinance within the City limits shall be recovered by the fees the County will receive from tobacco retailers within the City, pursuant to the Ordinance.

AGREEMENT

NOW, THEREFORE, the City and County agree as follows:

Section 1. Incorporation of Recitals.

The above recitals, including the paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

Section 2. Responsibilities Under the Agreement.

a. County Responsibilities. County shall do the following:

1. Subject to the terms of this Agreement, and provided that the terms of Section 2(b) below have been satisfied, the County shall provide all of the administrative and enforcement services specified under the Ordinance, including but not limited to: receiving, reviewing, and processing the tobacco retail application and the information contained therein, issuing the permit, administering the permit program, retailer education, retailer inspection and compliance checks, documentation of violations, and sanction and prosecution of violators ("Services").

2. Meet with the appropriate City personnel on a yearly basis, at a time and location to be chosen convenient for both parties, to assess the status of this Agreement and to discuss any modifications thereto.

b. City Responsibilities. City shall do the following:

1. Provide information regarding the Ordinance to any business applying for a business license.

2. Communicate from time to time with Tobacco Retailers (as that term is defined in the Ordinance) regarding the Ordinance.

3. Not interfere with, or in any way hinder, County's, or any of County's employees, officers, agents, or designated representatives in the performance of their duties pursuant to this Agreement.

4. Assist the County so far as reasonably appropriate in carrying out the terms of this Agreement.

5. Meet with the appropriate County personnel on a yearly basis, at a time and location to be chosen convenient for both parties, to assess the status of this Agreement and to discuss any modifications thereto.

c. County and City Responsibilities. The responsibilities listed hereunder shall not be construed so as to preclude existing or future County or City rights and responsibilities.

Section 3. Compensation and Fees.

The parties agree that the City will not directly compensate the County for providing the Services specified herein. The County shall be reimbursed for its costs through the fees it will charge pursuant to the Ordinance, including fees charged to obtain or renew a Tobacco Retailer's Permit (as that term is defined in the Ordinance). Such fees shall be established by resolution of the City Council, and collected by the County, and the City shall make no claim to any such fees charged by the County.

Section 4. Effective Date and Term.

This Agreement shall become commence and become effective on the same day as the effective date of the Ordinance and shall remain in effect so long as not terminated by either party pursuant to Section 6.

Section 5. Indemnification.

The City shall indemnify, defend (with counsel selected by the City and reasonably acceptable to the County) and hold harmless the County from all claims (including any and all actions, causes of action, claims, attorneys' fees, costs, demands, lawsuits, liens, and liabilities of any kind and nature) that challenge the City's Ordinance and the County's lawful administration or enforcement of the Ordinance as provided for in this Agreement; except if such claim is a result of

County's (including its officers, employees, agents, and volunteers) negligence, then County shall indemnify and defend the City (with counsel selected by the County and reasonably acceptable to the City) from any such claim. In the event that a claim against City is initiated or filed and concerns the City's Ordinance or the County's administration or enforcement of the Ordinance, County agrees to fully cooperate with City in its attempts to resolve or defend such challenge. Each party (the "Indemnifying Party") agrees to indemnify, defend (with counsel selected by the Indemnifying Party and reasonably acceptable to the other party) and hold harmless the other party (the "Indemnified Party") from all other claims (as defined above) arising in connection with this Agreement.

Section 6. Termination.

This Agreement may be terminated for the following reasons:

- a. Upon the termination of the Ordinance or County Ordinance, or a substantial change in either one; or
- b. For any reason by either party at any time during the term of this Agreement, provided that written notice is given pursuant to Section 9 six (6) months prior to the effective date of termination.

Section 7. Conflict Between Agreement and Ordinance.

Any conflict between the terms of this Agreement and the Ordinance shall be resolved in favor of the Ordinance.

Section 8. Applicable Laws/Venue.

In the performance of the services required by this Agreement, both parties shall comply with all applicable Federal, State, County, and City statutes, ordinances, regulations, directives, and laws. The interpretation and performance of this Agreement shall be governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed in the Superior Court of the County of Yolo.

Section 9. Notice.

All notices, consents, demands, and other communications from one party to the other given pursuant to the terms of this Agreement or under the laws of the State of California, shall be deemed to have been delivered when deposited in the United States Mail, certified or registered, postage prepaid, addressed to City or County at the respective addresses specified below or to such other place as City or County may from time to time designate in a written notice to the other:

City of Woodland:	City of Woodland
	City Manager's Office
	300 First Street
	Woodland, CA 95695
	Attn: City Manager

County of Yolo:

County of Yolo
Health Department
10 Cottonwood Street
Woodland, CA 95695
Attn: Health Director

Nothing herein shall prevent service of notice by other reliable means, except to the extent required by law, including but not limited to personal service, Express Mail, or other forms of reliable mail service other than the U.S. Postal Service.

Section 10. Complete Agreement.

There are no oral agreements between City and County affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between City and County or displayed by City to County with respect to the subject matter of this Agreement. There are no representations between City and County other than those contained in this Agreement, and all reliance with respect to any representations is based solely upon the terms of this Agreement.

Section 11. Amendment.

This Agreement may be amended by City and County only by a written agreement signed by both parties.

Section 12. Assignment.

Neither the City nor the County shall assign its rights or obligations hereunder.

Section 13. Severability.

If any provisions of this Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of this Agreement, and all such other provisions shall remain in full force and effect. In the event the entire Agreement is unenforceable, then this Agreement shall immediately terminate and the revocable license described herein shall be deemed revocable.

Section 14. Non-liability of Officials, Employees and Agents.

No governing board member, official, employee, agent, or volunteer of either party shall be personally liable for any damages related to any default or breach by the other party, or for any obligations under the terms of this Agreement.

Section 15. Counterparts.

This Agreement may be executed in one or more counterparts, including electronic counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. In addition, this Agreement may contain more than one counterpart of the signature page and may be executed by the affixing of the signatures of each of the parties to any

one of such counterpart signature pages; all of such counterpart signature pages shall read as though one, and they shall have the same force and effect as though all of the signers had signed a single signature page.

Section 16. Authorization to Execute Agreements.

The County Administrator is authorized to execute this Agreement, pursuant to action taken by the Board of Supervisors of Yolo County on _____. The City Manager of the City of Woodland is authorized to execute this Agreement, pursuant to action taken by the City of Woodland City Council on _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF WOODLAND,
a municipal corporation
of the State of California

COUNTY OF YOLO,
a political subdivision
of the State of California

By: _____
Paul Navazio
City Manager

By: _____
Patrick Blacklock
County Administrator

Approved as to form

Approved as to form
Philip Pogledich, County Counsel

By: _____
Kara K. Ueda
City Attorney

By: _____



Legislation Text

File #: 14-778, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: PUBLIC HEARING - Gibson Ranch Lighting & Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835 adam.devlin@cityofwoodland.org

Fiscal Impact

The FY2015/16 Engineer's Report includes an inflation factor of 2.54%, which increases the assessment of a single family home from \$311.30 in FY2014/15 to \$319.22 in FY2015/16; an increase of \$7.92. If approved, the proposed assessment for the District would generate \$685,972.28 in revenues. The revenues generated in this District will cover ongoing operating expenditures.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Gibson Ranch L&L District.

The Gibson Ranch L&L is located in the southeast portion of the City, generally south of I5, west of County Road 102 and east of County Road 101. The District was formed in 1995 and reached the maximum allowable assessment of \$235.12 per single family home in 2005. The formation documents for the District allow for annual CPI increases without a property owner ballot proceeding.

On May 19, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2015. The Engineer's Report was attached to the May 19 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

Beginning in FY2005/06, an erroneous interpretation of the language in the District formation documents

resulted in omission of an annual inflationary escalator; instead annual assessments remained unchanged at the FY2004/05 rates. After further review by staff, the City Attorney and the District Administrator, it was determined that these annual escalators should have been applied in each year's assessment. This correction was made with the FY2010/11 report and assessment. The FY2015/16 Engineer's Report continues to apply an annual escalation factor based on the Engineering News Record Common Labor Cost Index; for FY2015/16 this factor is 2.54%.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2015 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Recommendation for Action

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Gibson Ranch Lighting and Landscaping District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer



Paul Navazio, City Manager

Attachment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE GIBSON RANCH LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2015/2016.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: Gibson Ranch Landscaping and Lighting District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has now been presented to this City Council the "Final Engineer's Annual Report" as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, this City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, this City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City of Woodland; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1 Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2 Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

- i) The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District, and
- ii) District includes all of the lands so benefited, and
- iii) The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3 The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, arterial and collector street lighting and landscaping, neighborhood street lighting and trees, parks and recreation facilities, soundwalls, irrigation and drainage systems, and all associated appurtenances.

Section 4 The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5 The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland Gibson Ranch Landscaping and Lighting District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6 The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016.

Section 7 The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8 That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

RESOLUTION NO. _____

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, 2015.

Tom Stallard, Mayor
City of Woodland

Ana Gonzalez, City Clerk
City of Woodland

STATE OF CALIFORNIA)

COUNTY OF YOLO) ss.

CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____,
Ana Gonzalez, City Clerk
City of Woodland

Legislation Text

File #: 14-779, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: PUBLIC HEARING - North Park Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835 adam.devlin@cityofwoodland.org

Fiscal Impact

The FY2015/16 Engineer's Report calculates the assessment of a single family home to be \$215.40, which is unchanged from FY2014/15. If approved, the proposed assessment for the District would generate \$26,710 in revenues, which are sufficient to cover ongoing operating costs.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the North Park L&L District.

The North Park L&L is located in the northeast portion of the City, generally north of Kentucky Avenue, west of North West Street and east of County Road 98. The District was formed in 1993 and reached the maximum allowable assessment of \$215.40 per single family home in 1997; there are no provisions for future CPI adjustments and any rate increases would require a property owner ballot proceeding.

On May 19, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2015. The Engineer's Report was attached to the May 19 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2015 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Recommendation for Action

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the North Park Lighting and Landscaping District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer



Paul Navazio, City Manager

Attachment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE NORTH PARK LIGHTING AND LANDSCAPING DISTRICT, FISCAL YEAR 2015/2016.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: North Park Lighting and Landscaping District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has been presented to this City Council the "Final Engineer's Annual Levy Report" as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, this City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, this City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City of Woodland; and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1 Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2 Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

- i) The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District.
- ii) District includes all of the lands so benefited; and
- iii) The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3 The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, street lighting and park lights, park area and park equipment, park perimeter fencing, noise walls, irrigation and drainage systems, and all associated appurtenances.

Section 4 The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5 The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland North Park Lighting and Landscaping District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6 The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016.

Section 7 The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8 That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, 2015.

Tom Stallard, Mayor
City of Woodland

Ana Gonzalez, City Clerk
City of Woodland

STATE OF CALIFORNIA)

COUNTY OF YOLO) ss.

CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Ana Gonzalez, City Clerk
City of Woodland

Legislation Text

File #: 14-780, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: PUBLIC HEARING - West Wood Lighting and Landscaping District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The FY2015/16 Engineer's Report proposes to increase the assessment on a single family home from \$554.93 in FY14/15 to \$582.46 in FY15/16; an increase of \$27.53. If approved, the proposed assessment for the District would generate \$22,133, which is sufficient to cover ongoing operating costs.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the West Wood L&L District.

The West Wood L&L is located in the northeast portion of the City, generally to the north of Kentucky Avenue, south of Quail Drive, east of Dove Drive and west of Mallard Drive. The District was formed in 2004 and is currently being assessed at the maximum allowable rate; however, the District formation report included an annual CPI escalator, which can continue indefinitely.

On May 19, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2015. The Engineer's Report was attached to the May 19 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call

for a public hearing; this occurred at the May 19, 2015 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____ to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the West Wood Lighting and Landscaping District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer

A handwritten signature in dark ink, appearing to read "Paul Navazio", written in a cursive style.

Paul Navazio, City Manager

Attachment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE WEST WOOD UNIT NO. 1 LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2015/2016.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: West Wood Unit No. 1 Landscaping and Lighting District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has now been presented to this City Council the "Final Engineer's Annual Report" as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, this City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, this City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and taxbills for the City of Woodland; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1 Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2 Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

- i) The land within the District will be benefited by the operation, maintenance and servicing of improvements, located within the boundaries of the District, and
- ii) District includes all of the lands so benefited, and
- iii) The net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3 The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for the landscaping improvements, Local Street lighting facilities, parks and related equipment replacement, fencing and block walls, storm drainage detention basin, and all associated appurtenances.

Section 4 The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5 The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland West Wood Unit No. 1 Landscaping and Lighting District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6 The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016.

Section 7 The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8 That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the presentation of and final approval of the Report.

RESOLUTION NO._____

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, 2015.

Tom Stallard, Mayor
City of Woodland

Ana Gonzalez, City Clerk
City of Woodland

STATE OF CALIFORNIA)

COUNTY OF YOLO) ss.

CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Ana Gonzalez, City Clerk
City of Woodland

Legislation Text

File #: 14-781, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: PUBLIC HEARING - Streng Pond Landscape Maintenance District

Recommendation for Action: Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

Staff Contact

Adam Devlin, Senior Accountant; (530)661-5835, adam.devlin@cityofwoodland.org

Fiscal Impact

The FY2015/16 Engineer's Report calculates the assessment of a single family home to be \$79.10, which is unchanged from FY2014/15. If approved, the proposed assessment for the District would generate \$14,436 in revenues. Streng Pond L&L assessment does not generate enough revenue to meet the minimum operational expenditures required to maintain the L&L. To ensure the ongoing operation and maintenance of the Streng Pond L&L the City will advance \$10,000 from the general fund to meet the current expenditures.

Background

The Landscaping and Lighting Act of 1972 ("the Act") authorizes cities to impose assessments on benefitted properties to finance construction of street landscaping, street lighting, traffic signals, parks, street trees, sidewalk repair, recreational improvements; as well as maintenance and servicing of any of these improvements. In accordance with Act, the City formed the Streng Pond Landscape Maintenance District.

The Streng Pond District is located in the southwest portion of the City, generally north of Gibson Road, west of Cottonwood Street and east of County Road 98. The District was formed in 1985 and reached the maximum allowable assessment of \$79.10 per single family home in 1995; there are no provisions for future CPI increases. The City attempted a property owner ballot proceeding in 1998 to increase the assessment to cover rising costs within the District, however the effort was unsuccessful. Because the rates do not increase to cover the rising costs of maintenance, a general fund contribution of \$10,000 is budgeted to cover the operating shortfall.

On May 19, 2015, Council approved resolutions to preliminarily approve the Engineer's Report and to initiate proceedings for the annual levy, which included setting the public hearing date for June 16, 2015. The Engineer's Report was attached to the May 19 staff report and is available for review in the Finance Department.

Discussion

Each year, the City prepares an Annual Report for each District, along with the District estimates for an operating budget, to calculate the assessment annually levied for each parcel. This budget determines what maintenance operations are performed for the fiscal year and directs the County Assessor what to levy each parcel. The complete reports are available for review in the Finance Department.

State regulations require a two part process to complete the annual levy. The first part of the process requires Council to take action to initiate proceedings for the levy, preliminarily approve the Engineer's Reports and call for a public hearing; this occurred at the May 19, 2015 Council meeting. The public hearing is required to complete the levy process. Following the public hearing, Council may direct changes to the Engineer's Report or to the levy, but may not increase the levy beyond the maximum approved amount.

Conclusion

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. _____, to approve the fiscal year 2015/2016 annual levy report and order the levy and collection of the assessment within the Streng Pond Landscape Maintenance District.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kim McKinney
Finance Officer



Paul Navazio, City Manager

Attachment

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AMENDING AND/OR APPROVING THE ANNUAL LEVY REPORT AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE STRENG POND LANDSCAPING MAINTENANCE DISTRICT, FISCAL YEAR 2015/2016.

The City Council of the City of Woodland, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has, by previous Resolutions, ordered the preparation of the Engineer's Annual Levy Report (hereafter referred to as the "Report") for said district known and designated as: Streng Pond Landscaping Maintenance District (hereafter referred to as the "District"), pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of California, beginning with Section 22500* (hereafter referred to as the "Act"); and,

WHEREAS, there has been presented to this City Council the "Final Engineer's Annual Levy Report" as required by *Chapter 3, Section 22623* of said Act, and as previously directed by Resolution; and,

WHEREAS, this City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and is satisfied that the levy has been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report; and,

WHEREAS, this City and its legal counsel have reviewed Proposition 218 and found that these assessments comply with applicable provisions of Section XIII D of the California State Constitution; and,

WHEREAS, upon reasonable written notice by Yolo County of any claim or challenge, the City of Woodland agrees to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County"), against the payment of any liabilities, losses, costs and expenses, including attorney fees and court costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City of Woodland; and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1 Following notice duly given, the City Council has held a full and fair public hearing regarding the District, the levy and collection of assessments, the Report prepared in connection therewith, and considered all oral and written statements, protests and communications made or filed by interested persons regarding these matters.

Section 2 Based upon its review (and amendments, as applicable) of the Report, a copy of which has been presented to the City Council, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection, the City Council hereby finds and determines that:

- i) The land within the District will receive special benefit by the operation, maintenance and servicing of improvements, located within the boundaries of the District; and,
- ii) The District includes all of the lands so benefited; and,
- iii) the net amount to be assessed upon the lands within the District in accordance with the fee for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016, is apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the estimated special benefits to be received by each parcel from the improvements and services.

Section 3 The maintenance, operation and servicing of the improvements and appurtenant facilities shall be performed pursuant to the Act. The City Council hereby orders the proposed improvements to be made, which improvements are briefly described as follows: the maintenance and operation of and the furnishing of services and materials for ground cover, turf, shrubs, and trees; irrigation and drainage systems and all necessary appurtenances.

Section 4 The County Auditor of the County of Yolo shall enter on the County Assessment Roll opposite each eligible parcel of land the amount of levy so apportioned by the formula and method outlined in the Report, and such levies shall be collected at the same time and in the same manner as the County taxes are collected, pursuant to *Chapter 4, Article 2, Section 22646* of the Act. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

Section 5 The City Treasurer shall deposit all money representing assessments collected by the County for the District to the credit of a fund for the City of Woodland Streng Pond Landscaping Maintenance District and such money shall be expended only for the maintenance, operation and servicing of the improvements as described in Section 3.

Section 6 The adoption of this Resolution constitutes the District levy for the Fiscal Year commencing July 1, 2015, and ending June 30, 2016.

Section 7 The City Clerk, or their designate, is hereby authorized and directed to file the levy with the County Auditor upon adoption of this Resolution, pursuant to *Chapter 4, Article 1, Section 22641* of the Act.

Section 8 That the above recitals are all true and correct. That the City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the final approval of the Report.

PASSED, APPROVED, AND ADOPTED THIS _____ day of _____, 2015.

Tom Stallard, Mayor
City of Woodland

Ana Gonzalez, City Clerk
City of Woodland

STATE OF CALIFORNIA)

COUNTY OF YOLO) ss.

CITY OF WOODLAND)

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Ana Gonzalez, City Clerk
City of Woodland

Legislation Text

File #: 14-836, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Presentation on Status of City's Youth Gang Reduction, Intervention and Prevention (YGRIP) Initiative.

Recommendation for Action: Staff recommends that the City Council receive a presentation from the city's current YGRIP Coordinator regarding progress and future plans of the YGRIP initiative.

Staff Contact

Paul Navazio, City Manager - (530) 661-5800

Council Goal - Quality of Life**Fiscal Impact**

The YGRIP program is funded primarily via a professional services contract with Ben Flores, serving as the city's YGRIP Coordinator, in an amount not-to-exceed \$60,000 per year. The contract is funded from a combination of General Fund and Measure J appropriations. Additional funding contributions (\$15,000) have been made the Woodland Joint Unified School District consistent with a three-year funding commitment. The current 18-month contract is set to expire at the end of this fiscal year, requiring an extension, subject to Council authorization at a future meeting.

Background

The City's YGRIP Coordinator will provide the Council with a presentation on progress on implementation of the workplan developed for the first 18 months of the initiative (December 2013 through June 2015). The report will cover:

- YGRIP Steering Committee-Approved Workplan
- Structure of Steering Committee and Operations Team
- Referral Program
- GREAT Program / School Resource Officer(s) (Measure J)
- Resource Guide / Website
- Next Steps
 - Develop Case Management capacity
 - Establish Mentoring Program
 - Police Activities League (Woodland PD)
 - Speakers' Series
 - Future CALGRIP Grant opportunity

A handwritten signature in cursive script, reading "Paul Navazio".

Paul Navazio, City Manager

Legislation Text

File #: 14-815, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Update on Water Conservation Efforts in Parks, Recreational Fields, Medians and Planter Strips

Recommendation for Action: None, informational update only.**Staff Contact**

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

Fiscal Impact

Reduced water consumption for irrigation will create some savings in utility expenditures in the General Fund, as well as associated L&L Districts, but will have an adverse effect for our water enterprise fund which will see a proportional decrease in revenue related to these conservation efforts.

Report in Brief

Update the Woodland City Council on water conservation efforts in the City as they pertain to parks, recreational fields, medians and park strips.

Background

As the drought continues to linger in California, municipalities across the State are being forced to look inward at measures that will help reduce water consumption. Woodland itself has been issued a State mandate of a 24% reduction for residential and a 40% reduction in non-residential irrigation from our previous consumption levels in 2013 as part of the State's Stage II Water Alert.

Discussion

To help us achieve the irrigation reductions outlined in the State's Emergency Water Conservation Regulations, the City has proclaimed a Stage Two Water Warning and staff has implemented landscape water reductions throughout the City. Measures have been put into place that are currently exceeding the 40% baseline requirement set by the State, but this may not be enough. If continued reductions are needed, we may need to look at more severe measures which would include prioritizing irrigation use at City facilities, in medians, at parks and recreational areas.

What we are currently doing under the Stage II alert

1. Parks

- Parks vary in size, use and make up (e.g., turf, shrubs, trees, irrigation coverage, type of irrigation, volume of use and acreage, etc.) and as such, need to sometimes be treated differently. As of now we are watering the majority of our parks 3 days a week (per valve) at 70% of their normal watering time. Normal irrigation for this time of year is 4 days a week at 90%.
- Certain parks are required to water more than 3 days a week; this is due to the high number of valves in these parks which make it unrealistic to be able to cycle through every valve at the needed irrigation time, while still abiding by the watering window set by the City. Some parks have close to 120 valves on their systems that need to be cycled through. The following parks fall under this category:
 - o Jack Slaven
 - o Pioneer
 - o David Douglass
 - o Klenhard

While they may have more watering days, no valve is watering more than 3 days a week.

Note: Staff is researching methods for getting these extremely large City properties onto a 3-day watering cycle; which could include larger booster pumps, re-plumbing the irrigation system, and/or capping or changing some irrigation heads to drip irrigation (which is exempt from the 3 day limit) as funding permits. Nevertheless, no valve is being used more than 3 days a week to be in step with the Stage Two Water Warning.

- A majority of our parks previously utilized high volume impact heads, which over the last few years have been replaced with more water efficient rotor heads. Due to the better coverage with the rotors, we were able to reduce the overall number of heads per valve as well. This modification itself has provided an estimated reduction of 30% from our 2013 levels.

2. Recreational Fields

- Sports fields are currently getting more water due to their high volume and frequent use; they also vary on the amount of irrigation they use. This is currently being allowed due to the type of activities played on the fields, the amount of use, as well as safety concerns brought forth by the leagues. We still monitor their use, but allow them flexibility due to the community programs they support. The following fields fall into this category:
 - o Camarena
 - o Clark
 - o Klenhard

3. Median and Sound Wall Landscaping

- These areas vary in irrigation use depending on the type of landscaping being maintained. Generally non-turf landscaping in the medians and along the sound walls are being watered 2-3 days a week at 50%, while some areas have been shut off completely. Normal for this time of year would be 2-3 days a week at 80%.
- Staff is currently in the process of capping heads that are producing over coverage. This equates to a 20% - 30% reduction.
- Drip irrigation is being installed in selected areas as funding permits.

4. Facilities

- Cemetery
 - The Cemetery is approximately 22 acres in size and has varying irrigation needs depending on the turf. The older turf area (approximately 10 acres) is mainly composed of Bermuda grass and dirt, and is only being watered 12-15 minutes per week; just enough to keep the trees alive. This is creating issues with excessive dust being generated when mowed.

The newer area (approximately 12 acres) that had sod installed during an irrigation rehab project a few years back is being watered 3 days a week (per valve) at 75%. Normal for this time of year is 5 days a week at 90%.

As with some of our other parks, the large volume of valves (120) requires extended watering days, but no valve is being run more than 3 days a week. (See Parks note above)

- Community Service Center
 - While large in size, most of the acreage is undeveloped or has artificial turf. The turf areas that are being irrigated are done so 3 days a week (per valve) at 70%. Normal irrigation for this time of year is 4 days a week at 90%. This site also has a large volume of valves (117) requiring extended watering days, but no valve is being run more than 3 days a week. (See Parks note above)
- Other Facilities
 - Most all of our facilities (e.g. Police Department, City Hall, Library, MSC, etc.) are tracking above 50% in reductions, while some are tracking above 70% compared to the 2013 levels.

Reductions by Location

- The following chart depicts reductions at a random selection of 30 of the approximately 135 irrigation meters throughout the City on a month to month comparison in 2013 and 2015. All but a few exceed the 40% reduction being mandated for all non-residential customers while the total overall average reduction is 62%.

Irrigation Site	May 2013 Usage CF	May 2015 Usage CF	% Reduction 2013-2015	Above/ Below 40% Baseline
Beamer Park	41,716	12,118	71%	31%
Beamer Park Circle	9,466	1,545	84%	44%
Buchignani Field	45,356	14,388	68%	28%
Camarena Park	175,200	59,700	66%	26%
Cemetery	402,366	208,666	48%	8%
City Hall	10,484	2,204	79%	39%
City Park	90,555	23,196	74%	34%
Clark Field	63,218	25,076	60%	20%
Community Center	417,100	131,845	68%	28%
CR 102 Landscaping	25,000	11,100	56%	16%
David Douglass Park	265,607	85,354	68%	28%
E Gibson at Bel Air	10,800	7,600	30%	-10%
E Gum N/Side	15,716	2,912	81%	41%
E Main St Irrigation	3,204	2,400	25%	-15%
Everman Park	65,635	18,010	73%	33%
Farmers Central Rd	69,700	20,800	70%	30%
Harris Park	160,483	42,316	74%	34%
Jack Slaven Park	206,116	85,969	58%	18%
Jeff Roddy Park	24,600	7,900	68%	28%
MSC Irrigation 1	23,802	11,152	53%	13%
MSC Irrigation 2	1,039	492	53%	13%
Police Department	27,300	13,200	52%	12%
Schneider Park	20,900	9,400	55%	15%
Somerset Circle 1	24,700	13,400	46%	6%
Somerset Circle 2	21,400	13,300	38%	-2%
Southland Park	60,100	19,800	67%	27%
Streng Pond	73,343	19,659	73%	33%
Traynham Park	17,600	7,300	59%	19%
Tredway Park	38,975	13,393	66%	26%
Wayne Cline Park	76,379	20,194	74%	34%

Average	62%
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Additional Comments:

- Areas that exceed the 3 day watering maximum due to their high number of valves on the system may have to be modified if we are held to a 3 days maximum with no exceptions.
- The current irrigation settings are causing extreme stress to the landscape areas and browning is becoming prevalent. We face the real possibility of losing turf if we continue at this current level of irrigation throughout the summer. Having to replace the turf at a future date would be a costly endeavor to undertake.
- Irrigations times can be extended or reduced due to weather anomalies (i.e, unseasonal hot or wet periods of time).
- The Dog Park turf has been damaged due to the excessive use and current irrigation reductions.
- Irrigation reductions are causing stress on our trees in the medians and park areas due to the soil makeup and trees not being accustomed to the change in watering frequency and volume applied.

Future Actions:

- In the event that irrigation reductions in the parks need to be further reduced to a level that threatens to kill the park turf, we may need to sacrifice some turf areas at other City facilities first to allow that water to be used to save the park turf. Each sacrificial site will be added incrementally as additional water is needed with each 'new' water quantity achieved by turning off the irrigation being used at those parks most in need. Examples would be:
 - o Municipal Service Center
 - o Community Senior Center (Turf around sign in front)
 - o City Hall
 - o Police Station
 - o Library
 - o Fire Stations
- In the 'worst case' scenario (i.e., continued severe drought), if the sacrifice of City facilities still does not produce enough water to maintain all of the parks, we may need to prioritize the parks and select the 'top 5 to 10' parks and sports fields that Council determines 'must be maintained.' At the same time we would prioritize the remaining park areas and begin choosing certain parks in the lower end of the priority list to reduce or stop watering in order to save the majority of the rest of the parks in town. If this becomes necessary, it will be preceded with public discussions in select public forums prior to any decisions being

made. An example of one of the public forums could be the Water Utility Advisory Committee. That Committee could hold public meetings and present Council with its findings and some recommendations for moving forward.

- Once a priority list has been prepared, those park areas at the bottom of the list will have their irrigation reduced or turned off until there is enough water to maintain the remaining parks.

Immediate Actions Currently Being Taken:

- Parks irrigation will be slowly adjusted upward as we look for the balance between watering, the temperature, and the health of the landscaping. The need for more or less watering in the parks will be largely controlled by the monthly percentage numbers being measured by both the City and the State. If we can't seem to reach the appropriate percentage numbers required by minor adjustments in the irrigation amounts, we will have to move to one or more of the "Future Actions" noted above. This will be a moving target throughout the summer months as the weather changes.
- Overlapping spray heads in planter strips, medians and along sound walls are being capped in an effort to reduce overspray. Drip irrigation is being installed as funding permits.

Prepared by: Rob Sanders, Public Works Deputy Director

Reviewed by: Gregor G Meyer, Public Works Director

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

Paul Navazio, City Manager

Legislation Text

File #: 14-801, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Extension of Development Impact Fee Deferral Program

Recommendation for Action: Staff recommends that the City Council waive first reading and adopt by title only, an Ordinance amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years.

Fiscal Impact

The fiscal impact to the City would be a potential net loss of interest earnings for any residential lots that requests deferral. Since establishing the deferral program there have been less than 10 residential fee deferrals requested. There would be no fiscal impact for non-residential projects as the City would collect interest for each approved project that also takes advantage of the City's fee deferral program.

Report in Brief

On December 16, 2008, The City of Woodland adopted an Urgency Ordinance adding section 6B-110 to the City of Woodland Municipal Code allowing for the deferral of certain impact fees for market-rate residential and non-residential projects. The construction of new residential and non-residential development continues to be hindered by the downturn in the economic and financial market, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development. The program was previously extended in 2011 and 2013 after several developers expressed interest in continuing the Development Impact Fee Deferral Program; however, the current ordinance is now set to sunset on June 30, 2015. The ordinance allowing for a fee deferral program can only be extended by City Council action. Staff is recommending extension of the program as it is an economic development incentive that has little impact on the city but can provide significant benefit to the ability to finance construction projects.

Background

Following the deepest decline in the housing market recession in Woodland in 2007 and 2008 several developers/homebuilders requested that the City of Woodland implement a fee deferral program to provide some relief with the cost of new construction.

The construction of new residential and non-residential development had been hindered by the downturn in the economic and financial market in recent years, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development. The reduction of new residential and non-residential developments had left large tracts of land located throughout the City vacant and undeveloped. The inability of developers to construct new development within the City due to the substantial

financial commitment for many projects had restricted the City's revenue through the loss of potential building permits, tax revenue and/or sales tax revenue.

Given that most development impact fees are collected by cities at building permit issuance, on August 1, 2008, in response to the downturn in the housing market, the California Legislature adopted AB 2604, which amended Government Code section 66007 effective January 1, 2009 to specifically allow local agencies to defer the collection of development impact fees for residential projects to the close of escrow.

The City of Woodland, like many other cities was asked by representatives from Centex, KB Homes, the Building Industry Association (BIA), and several commercial developers to implement a Development Impact Fee Deferral program to provide a certain level of financial relief and assist them with the cost of new construction.

In response, staff analyzed various Fee Deferral Programs implemented by other cities and counties in the Sacramento region. As a discussion item, the fee deferral concept and a summary of the analysis were presented to the City Council Spring Lake Financial Subcommittee on September 25, 2008. Both the Council Spring Lake Financial Subcommittee and represented developers/homebuilders felt a fee deferral program would be beneficial to all stakeholders. Staff was instructed to continue with a draft ordinance.

Staff proceeded to prepare a draft Ordinance that was approved by City Council on December 16, 2008 and became effective date of January 1, 2009.

The City presented an Ordinance update extending the Fee Deferral Program in May 2011 and again in May 2013.

Discussion

The City of Woodland's current Building Ordinance Chapter 6, section 6-1-2(f)(ii) states that "Facilities fees shall be paid by each applicant concurrent with the issuance of a building permit." Like the City of Woodland, most cities currently collect these fees at permit issuance; however, many cities have implemented or have revised fee deferral programs to allow developers/homebuilders to pay development impact fees at final inspection, certificate of occupancy, close of escrow, or within a defined period of time.

Ordinance/Program Major Components. Staff reviewed ordinances and programs implemented by the City of Folsom, Roseville, Elk Grove, and Lincoln. Staff also looked at Sacramento County's standing fee deferral program. In all instances, cities implemented programs that deferred "city controlled" Development Impact Fees. Cities/county introduced new or amended existing ordinances that set parameters for the program. All cities/county had the following major components in common and addressed them in their ordinance or program:

- **Length of Deferral (Maximum deferral period):** The length of the deferral period is the period from the date of issuance of the building permit in which any Deferred Fees may remain unpaid for any Residential/Non-residential development. The current deferral period allows staff to anticipate development impact fees and budget appropriately as fees are related to capital projects in the MPFP.

Current Ordinance:

1. Residential: Allows fee deferral for a maximum of 12 months and includes language that gives

staff the discretion to shorten the deferral period from 6-12 months. The deferral period may be extended at the discretion of the City Council prior to the expiration of the Residential Maximum Deferral Period.

2. Non-residential (Commercial & Industrial): Allows fee deferral for a maximum of 24 months. The deferral period may be extended at the discretion of the City Council prior to the expiration of the Non-Residential Maximum Deferral Period.

- When Fees are Due: Similar to length of deferral, this component of the program specifically triggers when the fees are due. Fees due are triggered by the earlier of a certain action such as a Final Inspection, Close of Escrow, Certificate of Occupancy, a date in a Fee Deferral Agreement, or the expiration of the fee deferral period.

Current Ordinance:

1. Residential: Requires that fees be due at final inspection, but no later than the maximum deferral period, whichever comes first.
2. Non-residential (Commercial & Industrial): Requires that fees be paid at a mutually agreed upon date, per the Fee Deferral Agreement, or at the request for final inspection under a building permit and/or a Certificate of Occupancy, but no later than the maximum deferral period, whichever comes first.

- Fee Amount at the Time of Payment: This component of the program states the rate(s) of fees the “applicant” would pay when fees are due.

Current Ordinance:

1. Residential: Requires that fees be paid at the rate(s) when building permits are issued.
2. Non-residential (Commercial & Industrial): Require that fees be paid at the rate(s) when building permits are issued.

- Length of Ordinance: The City’s current ordinance is set to sunset on June 30, 2015 unless extended by City Council.

- Security Against Deferred Fees: Various instruments such as recorded deeds of trust, liens, or final inspection can be used as leverage to ensure the payment of deferred fees.

Current Ordinance:

1. Residential: Records a lien against the property.
2. Non-residential (Commercial & Industrial): Secured by a security instrument mutually agreed upon by both City and Developer.

Discretionary Approval: From a risk assessment standpoint, staff looked into the issue discretionary approval for the program and its ramifications. Typically, a discretionary fee deferral program would trigger prevailing wages because under the California Department of Industrial Relations rules and regulations, it would be considered a loan of public funds. To comply with state law, the City would generally have several

options in addressing prevailing wage: either (1) make the program non-discretionary and apply the program across the board allowing any interested party with an eligible project to request and be granted a fee deferral, (2) collect interest on deferred fees for any project with a fee deferral agreement, or (3) require prevailing wage and indemnification from developers/homebuilders.

As mentioned above, effective January 1, 2009 SB 2604 will allow for local agencies to defer fees to the close of escrow. By adopting this piece of legislation, the State eliminated the issue of prevailing wage for residential projects and allows all local agencies to implement discretionary programs. However, this still leaves non-residential projects with the issue of prevailing wage. Based on the City's options and in order to minimize the City's risk, the following sections were implemented:

Current Ordinance:

1. Residential: Implements eligibility criteria and approval discretion for all projects requesting a fee deferral with no interest assessed during the deferral period.
2. Non-residential (Commercial & Industrial): Implements eligibility criteria and approval discretion for all projects requesting a fee deferral; assesses interest on deferred fees equal to the annual rate of interest earned by the City of Woodland on the investment of pooled funds (LAIF rate), computed on the unpaid amount from the date of execution of the Fee Deferral Agreement to the time of payment for each project.

At the time the program was created, the levels of approval described below were not compared with other cities, but rather analyzed from a City of Woodland perspective to ensure an appropriate, efficient, and timely process:

Current Ordinance:

1. Fee Deferral Agreements are approved and executed by the Assistant City Manager or designee if the sum of Deferred Fees is less than one million dollars (\$1,000,000).
2. Fee Deferral Agreements are approved by the City Council and executed by the City Manager if the sum of Deferred Fees is equal to or exceeds one million dollars (\$1,000,000).

Eligible Fees: Prior to identifying eligible fees, Finance staff closely reviewed all development impact fees to determine what fees could be deferred without having an adverse fiscal impact. Of these fees, the Wastewater, Parks, Surface Water and Fire fees were not recommended for deferral. All four (4) fee types are tied to debt service that would otherwise have to be paid with the City's General Fund, if deferred.

Staff identified the following Development Impact fees eligible for deferral. Deferral of these fees will not have an adverse fiscal impact on the City.

1. General City
2. Library
3. Police
4. Water
5. Roads
6. Administration
7. Storm Drain

Based on existing Council approved fees, deferral of certain development impact fees would provide the following temporary financial relief to developers. Note that “other city” or infill projects do not account for storm drain. The rate for Storm Drain will vary based the proposed location of the project.

- Single Family Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$22,363; Percent Deferred: 37% or \$8,297.
- Single Family Development Impact Fees (Other City)
Current Fees: Total Fees: \$25,516 (not including Storm Drain); Percent Deferred: 33% or \$8,320.
- Downtown Single Family Development Impact Fees (Other City)
Current Fees: Total Fees: \$23,974 (not including Storm Drain); Percent Deferred: 40% or \$8,663.
- High-Density Single Family (Spring Lake)
Current Fees: Total Fees: \$18,287; Percent Deferred: 34% or \$6,191.
- High-Density Single Family (Other City)
Current Fees: Total Fees: \$20,913 (not including Storm Drain); Percent Deferred: 30% or \$6,210.
- Age-restricted Single Family (Spring Lake)
Current Fees: \$12,580; Percent Deferred: 21% or \$2,694.
- Age-restricted Single Family (Other City)
Current Fees: Total Fees: \$14,472 (not including Storm Drain); Percent Deferred: 19% or \$2,708.
- Multifamily Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$18,287; Percent Deferred: 34% or \$6,191.
- Multifamily Development Impact Fees (Other City)
Current Fees: Total Fees: \$20,913 (not including Storm Drain); Percent Deferred: 30% or \$6,210.
- Age Restricted Multifamily Development Impact Fees (Spring Lake)
Current Fees: Total Fees: \$11,141; Percent Deferred: 14% or \$1,524.
- Age Restricted Multifamily Development Impact Fees (Other City)
Current Fees: Total Fees: \$13,033 (not including Storm Drain); Percent Deferred: 12% or \$1,538.
- Non-residential Development Impact Fees: All development impact fees are based the square footage of a project. The rate per square foot will vary depending whether the project is retail, service, office, downtown retail, or industrial. The rate for Storm Drain will also vary based proposed location of the project.

Spring Lake Infrastructure Fees (SLIF). Previously, staff also looked at Spring Lake Infrastructure Fees (SLIF) to determine whether or not they were deferrable. Based on Finance staff review, it was determined that most developers/homebuilders were already using fee credits to pay for SLIF fees and therefore deferring these

fees would not encourage development. Remaining SLIF fees that developers/homebuilders are required to pay, but are not fee-creditable are the Parks SLIF and Administration SLIF. In considering these fees, it was determined that deferring these fees was not feasible as they are tied to projects and staff salaries.

Fee Deferral Agreements Approved

Since inception of the deferral program in 2008, the city has approved five (5) fee deferral agreements, three (3) for single family residential projects and two (2) commercial projects.

Conclusion

Staff recommends that the City Council waive first reading and adopt by title only, an Ordinance amending Woodland Municipal Code section 6B-110 to extend the City's temporary development impact fee deferral program for an additional two years.

Prepared by: Alex Halcon, Management Analyst
Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA, AMENDING SECTION 6B-110 OF
THE WOODLAND MUNICIPAL CODE RELATING TO THE DEFERRAL
OF CERTAIN DEVELOPMENT IMPACT FEES**

WHEREAS, the City of Woodland ("City") requires the payment of various development impact fees to help address the impacts of new development; and

WHEREAS, the City recognizes that the payment of fees represents a substantial financial commitment for many projects; and

WHEREAS, the construction of new residential and non-residential development has been severely hindered by the continued economic downturn, making it difficult if not impossible for several developers within the City to obtain financing to cover the initial costs of development; and

WHEREAS, the reduction of new residential and non-residential developments has left large tracts of land located throughout the City vacant and undeveloped; and

WHEREAS, the inability of developers to construct new development within the City due to the substantial financial commitment for many projects has restricted the City's revenue through the loss of potential *ad valorem* tax revenue and/or sales tax revenue; and

WHEREAS, in an effort to spurn development and associated City revenues, the City Council adopted Ordinance No. 1528 permitting developers to defer development impact fees for certain projects; and

WHEREAS, Ordinance No. 1528 will sunset on June 30, 2015 unless extended; and

WHEREAS, the economic difficulties that necessitated the adoption of Ordinance No. 1528 continue to negatively impact projects and are expected to continue to do so in the foreseeable future; and

WHEREAS, to ensure the continued development of residential and non-residential projects and the receipt of accompanying tax revenue, the City Council wishes to extend Ordinance No. 1528 for an additional two years.

NOW, THEREFORE, the City Council of the City of Woodland does hereby ordain as follows:

Section 1. Purpose. The purpose of this Ordinance is to amend Section 6B-110 of the Woodland Municipal Code to extend the City's temporary development impact fee deferral program for an additional two years.

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

Section 3. CEQA. The adoption of this Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment. Where it can be determined that the proposed project will not have a significant adverse effect on the environment, the project is not subject to CEQA. This Ordinance would temporarily extend a program to allow for the deferral of certain development impact fees and does not propose nor authorize any action that would have the potential to cause a significant adverse effect on the environment. Furthermore, this Ordinance explicitly requires that a project must have completed all environmental compliance requirements in order to be eligible for the deferral of certain development impact fees. Thus, it can be established with certainty that this Ordinance will not have a significant adverse effect on the environment and is therefore not subject to CEQA. Pursuant to the foregoing, a Notice of Exemption has been prepared and completed in accordance with CEQA.

Section 4. Amendment. Section **6B-110** of the Woodland Municipal Code is amended to read in full as follows:

Sec. 6B-110. Expiration. This chapter shall remain in effect until June 30, 2017, and shall thereafter be automatically repealed and of no further force and effect.

The City Council may, at its sole discretion, extend the fee deferral program at any time prior to the expiration date set forth herein.

Section 5. Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

Section 6. Effective Date and Publication. The City Clerk shall certify to the adoption of this Ordinance, and the City Clerk shall cause this Ordinance to be posted or published as prescribed by law. This Ordinance shall take effect thirty (30) days following its adoption.

PASSED AND ADOPTED this_____ day of _____ , 2015 by the following
vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Tom Stallard, Mayor

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

City Attorney

Legislation Text

File #: 14-820, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Fiscal Year 2015-2016 Budget

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the Fiscal Year (FY) 2015-2016 Annual Budget of \$142.27 million, which includes the budgets for the Capital Improvement Program, the Woodland Finance Authority and the Successor Agency to the former Redevelopment Agency.

Staff Contact

Evis Morales, Senior Management Analyst - 530-661-5923, evis.morales@cityofwoodland.org

Fiscal Impact

The All Funds budget for FY 2015-2016 totals \$142.27 million and the General Fund budget, including all funding recommendations and Measure J programming is \$44.43 million. Total revenues and transfers-in for FY 2015-2016 are projected at \$159.85 million.

Background

On March 17, 2015, May 19, 2015, and on June 2, 2015 Council received presentations of the FY 2015-2016 proposed budget. The information presented during those meetings focused on discussion of the FY 2015-16 fiscal picture, as well as looming issues that will face the City's budget, particularly in the General Fund, over the next five (5) years. These meetings included discussions regarding revenue and expenditure assumptions built into the Five-Year Forecast and included recommendations for one-time and ongoing funding of \$769,758 and \$121,154 respectively.

Discussion

The All Funds budget for FY 2015-2016 totals \$142.27 million and the General Fund budget, including all funding recommendations and Measure J programming is \$44.43 million. Total revenues and transfers-in for Fiscal Year 2015-2016 are projected at \$159.85 million.

The FY 2015-2016 Capital Improvement Program budget includes funding recommendations totaling \$27.94 million - 80% of which (\$22.39 million) represents funding for capital projects within our water and wastewater utilities, and \$2.17 million represents the 2015-2016 Measure E funding allocations approved by the Council earlier in the budget process. The capital budget also reflects the fact that the remaining capital costs associated with the Surface Water Project will be assumed by the State Revolving Loan Fund financing secured by the Woodland-Davis Clean Water Agency. As such, the city's water utility is not expected to make capital funding contributions to the Agency in FY 2015-2016, but rather will assume responsibility for debt service payments upon project completion.

The budget represents the fourth year of implementation of the framework designed to achieve the Council's goal of fiscal stability. This budget does not implement program, service and staffing reductions. However, while the city has made significant progress in reducing the structural budget deficit, managing personnel costs and addressing significant unfunded liabilities, more work will be needed over the next few years to close the remaining structural budget deficit reflected in the updated five-year forecast as well as address priority needs not included in the current budget. This not only likely includes implementation of additional budget-balancing measures, but also includes adoption of a new General Plan, and targeted investment in infrastructure and initiatives to support economic development opportunities.

While the fiscal and economic outlook has improved, the city is thus far largely experiencing a very modest economic recovery which lags regional and statewide growth rates. The short-term economic outlook may also be further hampered by the potentially significant impact of the ongoing drought on our agriculture-based economy.

For these reasons, the budget necessarily incorporates very conservative revenue estimates, which severely limits discretionary budget flexibility. Nonetheless, the ability of the city to maintain, and increase, reserve levels has provided an opportunity to, at once, exercise diligence in implementing long-term, sustainable structural budget changes, while also providing the ability to utilize a prudent amount of one-time funding to address priority needs, above what can be supported by the baseline budget.

The overall Proposed Budget has been developed consistent with the budget framework developed over the past several fiscal years as well as specific feedback provided by the City Council through its regular quarterly budget updates and the most recent Spring Budget Workshops held this past March and May.

In general, funding recommendations within this budget proposal are tailored to help address specific Council and community priorities and, in some cases, build upon discretionary funding allocations provided in the current year budget. The single largest expenditure proposed to be included in the FY 2015-2016 budget represents local matching funds associated with a pending application for a Department of Justice COPS hiring grant.

Proposed FY 2015-2016 funding recommendations across all funds is \$890,912, including \$769,758 in one-time funding and \$121,154 in ongoing budget recommendations.

One-time Allocations

The appropriation in the FY 2015-2016 budget include several allocations of one-time money that have been

previously discussed with Council. These allocations include the following:

Non-General Fund

Information Systems Fund

- Open Data Portal - This is a web enhancement that will allow IT staff to display City data such as budget in a more transparent manner (\$15,000).

Water Enterprise Fund

- Public Works Department Review - Organizational review of the department (\$35,000).
- Meter Services Technician Vehicle -Vehicle purchase related to the ongoing funding recommendation of a new FTE (\$35,000).

Sewer Enterprise Fund

- Public Works Department Review - Organizational review of the department (\$35,000).

Measure E Fund

- Camarena Park (Capital Project) - Funding will be partial matching funds to update restrooms, lighting, pathways, etc. (\$25,000).
- Main Distribution Panel for Brooks Pool (Capital Project) - This will replace an electrical panel at Brooks pool that is now 40 years old and is beginning to fail (\$50,000).
- School Signal Upgrades (Capital Project) - Funding will allow repair of ongoing failures of in-pavement lighting (\$100,000).

General Fund

- City Hall Upgrades - Will allow staff to address building safety concerns and provide funding for Council Chamber upgrades (\$40,000).
- Public Works Department Review - Organizational review of the department (\$5,000).
- Building Inspection Contract Services - Needed due the unforeseen commercial/industrial activity that will require additional inspections services that current staffing levels cannot absorb (\$80,000).
- COPS Grant Match - This recommendation will allow staff to apply for next year's COPS Grant and allocate a match per the funding agency requirement (\$249,758).
- Cyclical Pruning - Funding will provide essential cyclical pruning and tree services to general fund (GF) areas of the City (\$100,000).

Ongoing Funding Recommendations

The appropriations in the FY 2015-2016 budget also include allocations of ongoing funding to activities and positions that have previously been discussed with Council. These allocations include the following:

Non-General Fund

Water Enterprise Fund

- Meter Services Technician - This position will allow the City to respond more efficiently to city-wide residential and commercial meter repairs. This position will also assist with the Water Hydrant program (\$106,262).

General Fund

- Police Records Specialist (Temporary Employee) - This Temporary Records Specialist is part of the restructuring of the Records division. The Position will assist staff with the demands for reports, especially with the full implementation of Prop 47 (\$10,711).
- Minimum Wage Increase (CSD Temporary Staff) - Required funding per the new legally required minimum wage increases that will become effective January 2016 (\$4,181).

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the Fiscal Year (FY) 2015-2016 Annual Budget of \$142.27 million, which includes the budgets for the Capital Improvement Program, the Woodland Finance Authority and the Successor Agency to the former Redevelopment Agency.

Prepared by: Evis Morales, Senior Management Analyst

Reviewed by: Kimberly McKinney, Finance Officer



Paul Navazio, City Manager

Attachment: FY 2015-2016 Budget Resolution
Exhibit A - Total Appropriations by Fund

RESOLUTION NO: _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE FISCAL YEAR 2014-2015 ANNUAL BUDGET**

WHEREAS, a balanced annual budget for the City of Woodland has been prepared for fiscal year 2015-2016 and presented to the City Council and reviewed at a public meeting on May 19, 2015 and June 2, 2015; and

WHEREAS, the proposed budget also includes the fiscal year 2015-2016 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2015-2016 has been prepared; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2015-2016 and any remaining amounts shall be credited against their respective fund balances, except for:

- a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
- b. Any appropriations for incomplete capital projects at the end of fiscal year 2015-2016; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2015-2016 Annual Budget is hereby adopted for the following funds (detail shown as Exhibit A):

General Fund	\$44,436,671
Enterprise Funds	55,509,262
Special Revenue Funds	7,648,951
Internal Service Funds	14,474,846
Capital Funds	11,074,760
Debt Service Funds	8,134,916
Successor Agency	994,729
Total	\$142,274,135

Section 2. The one-time and ongoing funding recommendations outlined in the proposed budget are hereby approved, including additions of positions described therein.

RESOLUTION NO: _____

Section 3. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 5. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2015-2016 Budget, together with any non-substantive corrections to the proposed budget adopted by this Council.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2015.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, _____, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. _____ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the _____ day of _____, 2015, by the following vote:

AYES:	Council members:	_____
NOES:	Council members:	_____
ABSENT:	Council members:	_____
ABSTAIN:	Council members:	_____

Tom Stallard, Mayor

Attest:

_____,
City Clerk, Ana B. Gonzalez

EXHIBIT A

CITY OF WOODLAND FISCAL YEAR 2015/16 TOTAL APPROPRIATIONS BY FUND		
Fund	Title	FY 2015/16
010	EQUIP SERVICES	\$2,565,051
011	FACILITIES REPLACEMENT	100,000
012	EQUIPMENT REPLACEMENT	934,006
013	BENEFITS FUND	7,175,823
015	INFORMATION SYSTEMS FUND	2,063,406
091	SELF INSURANCE	1,636,560
101	GENERAL FUND	44,436,671
210	WATER ENTERPRISE FUND	27,603,786
220	SEWER ENTERPRISE FUND	23,439,571
221	STRM DR ENTERPRISE FUND	1,359,599
222	WASTEWATER PRE-TREATMENT	579,591
240	CEMETERY	411,401
250	RECYCLING	243,026
252	CONST/DEMO DEBRIS RECYCLE	34,262
253	YOUTH CENTER ENTERPRISE	364,284
280	TRANSIT SYSTEM	1,473,742
301	LITERACY GRANT	82,491
320	COMMUNITY DEV. BLOCK GRNT	651,554
322	SUPPORT HOUSING PROGR	201,188
326	HOUSING ASSISTANCE	8,800
328	CDBG - ARRA FUNDS	0
329	ARRA GRANT PROJECTS	0
340	POLICE GRANTS	374,758
349	LOCAL LAW ENFORCEMENT BL	1,382
350	COPS MORE TECH GRANT	7,968
352	SLESF	117,155
353	PROPISTION 172	529,423
354	TRANS DVLP (SB325)	1,647,288
355	GAS TAX-2106 (SELECT)	1,310,267
357	ASSET FORFEITURE FUND	25,000
358	HOUSING MONITORING FUND	12,387
359	FIRE SUPPRESSION DISTRICT	3,500
365	ENVIRONMENTAL COMPLIANCE	179,220
381	GIBSON RANCH L&L	792,582
383	N PARK L&L DISTRICT	27,129
384	SP ASSESS STRENG PD LAND	24,897
386	USED OIL RECYCLING GRANT	16,000
387	WOODLAND WEST L&L	23,112
389	SPRINGLAKE L&L	1,013,805
391	SPORTS PARK O&M CFD	399,615
392	GATEWAY L&L	118,695
501	CAPITAL PROJECTS	105,641
506	MEASURE E	4,332,341
510	GENERAL CITY DEVELOPMENT	135,525
522	RECOGNIZED OBLIGATION RETIREMENT	994,729
540	PARK & RECREATION DVLP	1,859,321
550	POLICE DEVELOPMENT FUND	70,364
560	FIRE DEVELOPMENT	181,121
570	LIBRARY DEVELOPMENT FUND	87,587
581	STORM DRAIN DEVELOPMENT	353,981

EXHIBIT A

582	ROAD DEVELOPMENT	1,052,351
584	WATER DEVELOPMENT FUND	69,799
585	SEWER DEVELOPMENT FUND	67,441
593	GIBSON RANCH INFRA-STRUC	990
594	SPRING LAKE CAPITAL	138,103
601	SPRINGLAKE ADMINISTRATION	198,612
640	SLIF PARKS & RECREATION	621,583
681	SLIF STORM DRAIN FUND	1,250,000
682	SLIF STREET IMPROVEMENT	550,000
830	SOUTHEAST AREA DEBT SERV	1,674,120
850	EAST MAIN ASSESS DIST 90	1,245,779
870	CFD#2 SPRINGLAKE DEBT SRV	2,615,424
882	2012 LEASE REFUNDING	1,058,504
883	2014 REFUNDING LEASE REV BONDS	1,541,089
885	WWTP REVENUE BONDS 2005	0
886	WATER REVENUE BONDS -2008	0
915	RECREATION CONTRACT TRUST	43,941
917	LIBRARY TRUST FUND	36,794
Totals		\$142,274,135

Legislation Text

File #: 14-829, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Appointment and Reappointment of Board, Commission and Committee Members

Recommendation for Action: Staff recommends that the City Council consider and appoint/reappoint collectively members to the Board of Building Appeals and Historical Preservation Commission as recommended by Mayor Pro Tem Marble and Council Member Hilliard and Personnel Board as previously recommended by Council Member Denny and Council Member Barajas.

In addition, Council is asked to appoint a new member to the Flood Control Advisory Committee due to a vacancy on the committee.

Staff Contact

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

Discussion

Mayor Pro Tem Marble and Council Member Hilliard reviewed applications that were received for the Board of Building Appeals and Historical Preservation Commission.

Council is asked, at this time, to consider and appoint the applicants as follows:

Ronald Enomoto - Board of Building Appeals - term ending June 30, 2019

Robert Folker - Historical Preservation Commission - term ending June 30, 2019

Mr. Bob Orlins currently serves on the Historical Preservation Commission and is asking to continue on the HPC through September 30, 2015 in order to finish up the application process for Historical Preservation Awards. Mr. Robert Folker's appointment will become effective on October 1, 2015.

The following members would like to serve another term and Council is also asked to consider the re-appointment of the following commissioners to the Historical Preservation Commission:

Cheryl Brookshear - term ending June 30, 2019

Christine Casey - term ending June 30, 2019

The Personnel Board will also have a vacancy effective June 30, 2015 and Council is asked to consider the appointment of David Loth who was previously interviewed on February 26, 2015 by Council Members Denny and Barajas.

David Loth - Personnel Board - term ending 12/31/2015

On May 5, 2015, Council Members were asked to appoint members of the public to serve on the Flood Control Advisory Committee, as recommended by the Council's Flood Project sub-committee.

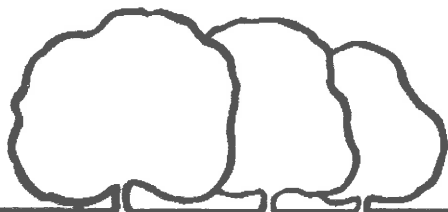
One of those members, Steve Barzo, who was recommended by Council Member Denny has resigned. At this time, Council Member Denny is asking Council to appoint Dean Simeroth to fill that vacancy.

Dean Simeroth - Flood Control Advisory Committee - term ending May 31, 2019

Prepared by: Ana Gonzalez
City Clerk

Paul Navazio, City Manager

Attachment: Applications



RECEIVED

MAY 18 2015

City of Woodland

City Manager's Office

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM

(please print)

Name: Ronald Enomoto Address: 1604 Moffa St
Woodland, CA 95776-5432

Home/Contact Telephone Number: 831-440-1060

Work Telephone Number: 831-406-0984

E-Mail Addresses ron@enomoto.com

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

☒ Home Address

☒ Home Phone Number

☒ E-Mail Address

☒ Work Phone Number

☒ Work Address

☐ Please do not release any of this information

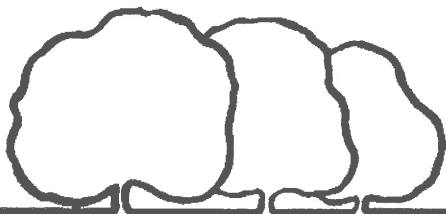
FOR STAFF USE ONLY

Board, Commission or Committee Application for: _____

Date Council Member Interview Scheduled for: _____

Council Members Conducting the Interview: _____ / _____

If Appointed, Date of Council Action: _____



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant:

Ronald Enomoto

My first choice is for appointment to the Board or Commission.

Bd. of BUILDING APPEALS

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

☐ Board of Building Appeals

☐ Parks and Recreation Commission

☐ Commission on Aging

☐ Personnel Board

☐ Historical Preservation Commission

☐ Planning Commission

☐ Library Board of Trustees

☐ Traffic Safety Commission

☐ Manufactured Homes Fair Practices Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as:

- investments, interests in real property, income, loans, etc.
- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest.

☐ Yes ☒ No

I reside within the City limits of the City of Woodland.

☒ Yes ☐ No

Are you currently serving on a City Board or Commission? _____ Yes ☒ No

If yes, please state which _____

Employment experience: OWNED & OPERATED 3 BUSINESSES IN HALF MOON BAY,
GROWING FLOWERS IN GREENHOUSES FOR FLORIST INDUSTRY.
DIRECTOR OF UCSC ARBORETUM

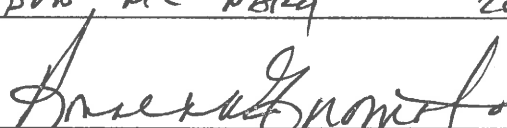
Organization and community activity experience: SAN MATEO GRAND JURY.
CABRILLO UNITED SCHOOL DIST ADVISORY COMMITTEE
MANY INDUSTRY ORGANIZATIONS
CA. CUT FLOWER COMMISSION BO. CHAIR
REGENT UNIV. OF CALIF.; CAL AGGIE ALUMNI ASSN PRESIDENT
Other experience you have had which would help Council with a decision as to your
qualifications to serve: PARTICIPATED IN BUILDING DRAWING PLANS,
SUBMITTING PERMITS SUPERVISED CONSTRUCTION, PRESENTATIONS
TO LOCAL COASTAL COMMISSION SAN MATEO COUNTY

Educational background and other training: UC DAVIS ECONOMICS

Why are you interested in serving on a City Board or Commission? WISH TO
CONTRIBUTE TO COMMUNITY

Please provide information on two personal or professional references:

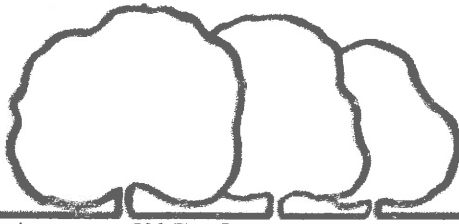
Name	Address	Phone No.
<u>TOM STALLARD</u>	<u>MAYOR WOODLAND</u>	<u>530 867 7706</u>
<u>DON MC NARY</u>	<u>200 ARBO WAY,</u> <u>RANCHO</u>	<u>530 662 0139</u>


Signature of Applicant
5/15/15
Date

Please return application to:

Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM (please print)

Name: Robert Folker Address: 1124 Elm Street

Woodland CA 95695

Home/Contact Telephone Number: 530.665.6535

Work Telephone Number: na.

E-Mail Addresses rgfolker@gmail.com

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

☒ Home Address
☒ Home Phone Number
☒ E-Mail Address

☐ Work Phone Number
☐ Work Address
☐ Please do not release any of this information

FOR STAFF USE ONLY

Board, Commission or Committee Application for: _____

Date Council Member Interview Scheduled for: _____

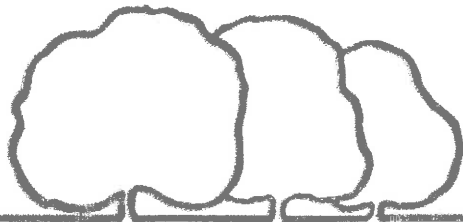
Council Members Conducting the Interview: _____ / _____

If Appointed, Date of Council Action: _____

RECEIVED

MAY 15 2015

CITY CLERK'S OFFICE



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant:

Robert Folker

My first choice is for appointment to the Board or Commission.

Historic Preservation Commission

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

☐ Board of Building Appeals

☐ Commission on Aging

☐ Historical Preservation Commission

☐ Library Board of Trustees

☐ Manufactured Homes Fair Practices Commission

☒ Parks and Recreation Commission

☐ Personnel Board

☐ Planning Commission

☐ Traffic Safety Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as: -- investments, interests in real property, income, loans, etc.
-- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest. ☐ Yes ☒ No

I reside within the City limits of the City of Woodland. ☒ Yes ☐ No

Are you currently serving on a City Board or Commission? _____ Yes ☒ No

If yes, please state which na.

Employment experience: retired two years ago from a forty year teaching career in Sonoma County. Currently volunteering with a 5th grade classroom and GATE program at Gibson Elem. School

Organization and community activity experience: served on education foundation board (10+ years) representative to PTA board served on Sebastopol Police Department's community group for at-risk youth.

Other experience you have had which would help Council with a decision as to your qualifications to serve: I was teacher liaison to architects during our district remodel of 1952 structure. I helped design the remodel/rebuild of an 1850's stone farmhouse, and also with the remodel of our "new" woodland home.

Educational background and other training: B.A. in English literature; credits towards a M.A. in Educ. Admin. (I was admitted to and attended the Univ. of Colorado graduate school of architecture, but did not pursue the degree.)

Why are you interested in serving on a City Board or Commission? We are new to Woodland, and have bought and renovated a 1948 ranch-style home in the "historic district." I am the son of an architect and grew up with a knowledge of and respect for historic homes and buildings.

Please provide information on two personal or professional references:

Name	Address	Phone No.
Louise Kiese	1710 Tehama Dr. Woodland	530.400.2078
Kristen Gong	MAK Design 430 F. St. Davis	530.750.2209

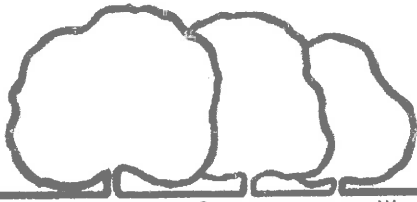
Robert G Folker
Signature of Applicant

5.13.15
Date

Please return application to:

Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM

(please print)

Name: DAVID WAYNE LOTH Address: _____

WOODLAND, CA. 95695

Home/Contact Telephone Number: _____

530.908.0436

Work Telephone Number: _____

N/A

E-Mail Addresses _____

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

☐ Home Address

☐ Work Phone Number

☒ Home Phone Number

☐ Work Address

☐ E-Mail Address

☐ Please do not release any of this information

FOR STAFF USE ONLY

Board, Commission or Committee Application for: _____

Date Council Member Interview Scheduled for: _____

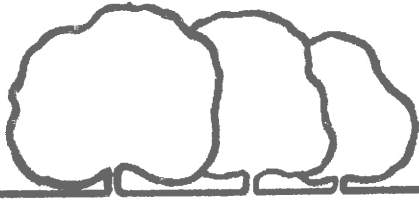
Council Members Conducting the Interview: _____ / _____

If Appointed, Date of Council Action: _____

RECEIVED

JAN 20 2015

CITY CLERK'S OFFICE



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806
(530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant:

DAVID WAYNE LOTH

My first choice is for appointment to the
Board or Commission.

PERSONNEL BOARD

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

☐ Board of Building Appeals

☒ Commission on Aging

☐ Historical Preservation Commission

☐ Library Board of Trustees

☐ Manufactured Homes Fair Practices Commission

☒ Parks and Recreation Commission

☐ Personnel Board

☐ Planning Commission

☐ Traffic Safety Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as:

- investments, interests in real property, income, loans, etc.
- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest. ☐ Yes ☒ No

I reside within the City limits of the City of Woodland.

☒ Yes ☐ No

Are you currently serving on a City Board or Commission? ☐ Yes ☒ No

If yes, please state which _____

Employment experience: CITY OF WOODLAND FIRE - 1982-2008
WEST PLAINFIELD FIRE - 2008-2013
U.S. AIR FORCE 1977-1983
(PLEASE SEE ATTACHED RESUME FOR ADDITIONAL INFO)

Organization and community activity experience: HOLY ROSARY BOARD
YOLO COUNTY GRAND JURY ALTERNATE

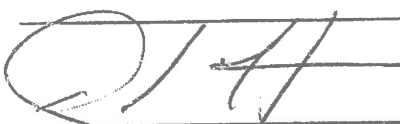
Other experience you have had which would help Council with a decision as to your qualifications to serve: (PLEASE SEE RESUME & COVER LETTER FOR DETAILED INFORMATION) ATTACHED

Educational background and other training: PLEASE SEE RESUME & COVER LETTER FOR ADDITIONAL INFORMATION) ATTACHED

Why are you interested in serving on a City Board or Commission? POSSIBLY
ENTER.

Please provide information on two personal or professional references:

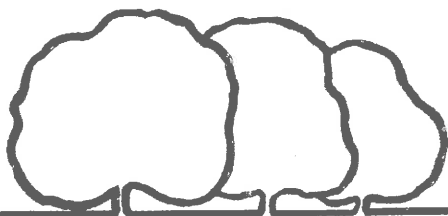
Name	Address	Phone No.
<u>PLEASE SEE ATTACHED RESUME</u>		

<u></u>	<u>1/14/15</u>
Signature of Applicant	Date

Please return application to:

Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806
(530) 661-5813

FOR BOARD AND COMMISSION APPLICANTS AND APPOINTEES

PUBLIC CONTACT FORM (please print)

Name: Dean C. Simeroth Address: _____

Woodland, CA 95776

Home/Contact Telephone Number: _____

Work Telephone Number: Same

E-Mail Addresses _____

Should a member of the public desire to contact you concerning your representation on a Board or Commission, the City Clerk may release the following information (please check those that apply):

_____ Home Address

_____ Work Phone Number

_____ Home Phone Number

_____ Work Address

_____ E-Mail Address

☒ Please do not release any of this information

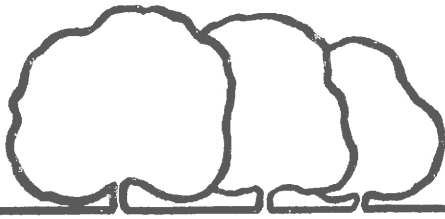
FOR STAFF USE ONLY

Board, Commission or Committee Application for: _____

Date Council Member Interview Scheduled for: _____

Council Members Conducting the Interview: _____ / _____

If Appointed, Date of Council Action: _____



City of Woodland

City Clerk

300 First Street

Woodland, California 95695

FAX

(530) 661-5806

(530) 661-5813

CITY BOARDS AND COMMISSIONS APPLICATION

Name of applicant:

Dean C. Simeroth

My first choice is for appointment to the Flood Control Advisory Committee
Board or Commission.

If I am not selected for my first choice, I am interested in serving on the following Boards and Commissions (Note: one may serve on only one Board, Commission or Committee at any one time):

☐ Board of Building Appeals

☐ Parks and Recreation Commission

☐ Commission on Aging

☐ Personnel Board

☐ Historical Preservation Commission

☐ Planning Commission

☐ Library Board of Trustees

☐ Traffic Safety Commission

☐ Manufactured Homes Fair Practices Commission

Please Note: Members of the Historical Preservation Commission, Library Board, Manufactured Homes Fair Practices Commission and Planning Commission are required to annually file Statements of Economic Interest forms disclosing such information as:

- investments, interests in real property, income, loans, etc.
- mailing address and telephone number

This information is a public record and these statements are available to the public upon request.

All Board and Commission Members are required by State Law to take a two hour ethics training course every two years. You will be notified of the next scheduled test.

The Interview Team will make recommendations for appointment to various Boards and Commissions. If there is no current vacancy, you will be placed on a waiting list.

I have business connections and/or investments that may result in possible conflict of interest. ☐ Yes ☒ No

I reside within the City limits of the City of Woodland. ☒ Yes ☐ No

Are you currently serving on a City Board or Commission? _____ Yes X No

If yes, please state which _____

Employment experience: 2010 to present consultant and retired
1972-2010 California Air Resources Board
1969-1971 U.S. Army

Organization and community activity experience: Kiwanis Club of Woodland
member over 25 years. Member of local Salvation Army
Service Unit Committee, Air and Waste Management
Association 40+ years

Other experience you have had which would help Council with a decision as to your qualifications to serve: While with the Air Resources Board, learned
to work effectively with other California Agencies, local
air pollution districts, the U.S. EPA, industry representatives,
environmental organizations and the public.

Educational background and other training: University of Calif at Davis
B.S. Chemical Engineering; Yuba Community College AA Engineering
U.S. Army Engineering Office Candidate School.

Why are you interested in serving on a City Board or Commission?
Interested in using my work experience to be of
assistance to my community

Please provide information on two personal or professional references:

Name	Address	Phone No.
<u>Richard Bellows</u>	<u>208 Cypress Drive Woodland</u>	<u>530-668-7981</u>
<u>Steve Barzo</u>	<u>543 Third St Woodland</u>	<u>530 867 6738</u>

Dean C. Smith
Signature of Applicant

May 28, 2015
Date

Please return application to:

**Office of the City Clerk
City Hall
300 First Street
Woodland, CA 95695**

Note: Staff will contact you to schedule an interview with the City Council as scheduling permits.

Legislation Text

File #: 14-830, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: Designate Delegate for the Annual League of California Cities Conference

Recommendation for Action: Staff recommends that the City Council designate a voting delegate representing the City at the Annual Conference of the League of California Cities to be held in San Jose, September 30 - October 2, 2015.

Staff Contact

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

Background

The City Council is asked to consider who will represent the City as voting delegate to the Annual League of California Cities Conference in September. While this Conference affords Woodland the opportunity to vote on resolutions of importance to cities, the City is committed to reducing expenditures associated with travel and conferences. Therefore, it is recommended that only one voting member be authorized to attend at City expense.

Each year the Council is asked by the League of California Cities to designate a voting delegate and an alternate to cast the City's vote at the general business session of the League's annual conference. Each City regardless of size has one vote at the business session where resolutions on a variety of topics are presented for action. Adopted resolutions become the League program of action for the coming year and in many instances result in legislation being introduced. The designation will be forwarded to the League.

Discussion

It is important for the City to remain active and engaged in the League of California Cities and designate a Council member to act on behalf of the City at the annual conference. The League will be involved in several critical issues affecting California cities this year, including the State budget, the pension reform and various issues associated with public safety and infrastructure. The designated representative will be asked to vote on League resolutions that will form the legislative platform for these issues and many others that will impact California cities.

Conclusion

Staff recommends that the City Council designate a voting delegate representing the City at the Annual Conference of the League of California Cities to be held in San Jose, September 30 - October 2, 2015.

Prepared by: Ana B. Gonzalez
City Clerk

Paul Navazio, City Manager

Attachments



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2015
--

May 29, 2015

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES

League of California Cities Annual Conference – September 30 – October 2, San Jose

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

2015 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

**2015 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to the League office by Friday, September 18, 2015. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail: _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, September 18, 2015

League of California Cities
ATTN: **Kayla Gibson**
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247

Legislation Text

File #: 14-831, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: June 16, 2015

SUBJECT: City Council Procedures

Recommendation for Action: Staff recommends that the City Council (1) introduce and waive first reading of Ordinance No. _____, Amending Article 1 of Chapter 2 of the Woodland Municipal Code Related to City Council Members and City Council Procedures and (2) adopt Resolution No. _____, adopting Rosenberg's Rules of Order as the Official Parliamentary Procedures for City Council Meetings.

Staff Contact

Paul Navazio, City Manager, 660-5802; paul.navazio@cityofwoodland.org

Fiscal Impact

There is no fiscal impact.

Background

On September 9, 2014, the City Council held a retreat to discuss a number of items, including goals, a work plan, and committees. The City Council provided staff with direction to amend Part A of Article 1 of Chapter 2 of the Municipal Code concerning the procedures related to City Council meetings as well as to return with a resolution adopting Rosenberg's Rules of Order as the Council's official parliamentary rules. The ordinance and resolution are now before the City Council for consideration.

Discussion**Ordinance Amendments**

Part A of Article 1 of Chapter 2 of the Municipal Code concerns City Council meetings. Certain portions, however, are quite restrictive and prescriptive and do not provide the City Council with a lot of latitude. For example, the current code has very specific limitations on "study sessions," including a requirement that they begin at 6 p.m., require the mayor pro tempore to preside over them, and provide that they shall adjourn no later than 9 p.m. Other than the Municipal Code, however, there is no reason why the City Council cannot follow the Brown Act and have study sessions that begin at a time other than 6 p.m. The current code provisions also contain requirements concerning the internal operations of the city council agenda packet process, such as by including a requirement that all documents for an agenda packet be delivered to the city clerk no later than 5 p.m. on the Tuesday two weeks preceding the meeting but with an allowance for the city manager to extend this

deadline upon good cause. This deadline is rarely met and is an internal operating procedure that is more appropriate for a City procedure rather than a substantive regulation belonging in the Municipal Code.

Included with this staff report are both a proposed ordinance showing all of the changes in a clean version and a version of the proposed ordinance that has been redlined against the existing Municipal Code.

The proposed amendments fall into the following six categories:

1. Removal of Overly Prescriptive Language. The following amendments are proposed to remove overly prescriptive language in the Municipal Code:

a. The code (§ 2-1-2) currently provides that special meetings must convene at 6 p.m. and must adjourn by 9 p.m. unless a majority vote extends the time. The council is permitted to have study sessions under the Brown Act and is not required to specify their time or duration in the municipal code. Thus, section 2-1-2 is proposed for deletion as newly renumbered section 2-1-2 (current 2-1-3) covers special meetings, which include study sessions.

b. The list (§ 2-1-6) setting forth the specific order of business on a council agenda has been deleted to instead provide only that the order of the agenda is jointly determined by the mayor, city manager, and city clerk.

c. The section (current § 2-1-15) permitting a council member to have a protest entered into the minutes, with a certain proscribed sentence (“I would like the minutes to show that I am opposed to this action for the following reasons. . .”) is proposed to be deleted. Any council member may make such a statement, but there is no reason for the wording to be spelled out in the municipal code.

2. Amendments to Provide for Compliance with State Laws that do not Duplicate State Law.

a. The Municipal Code specified in detail the procedures for special meetings. (§ 2-1-2). These procedures, however, are duplicative of the Brown Act. It is theoretically possible for the code and state law to be inconsistent with each other if the Legislature amends the Brown Act. So the code has been revised to require compliance with the Brown Act for special meetings and includes a provision for emergency meetings.

b. The ordinance (§ 2-1-16(c)) proposes to amend the section regarding disruptive members of the public to require compliance with the Brown Act.

c. The ordinance (§ 2-1-25) proposes to reference the applicable Government Code section regarding vacancies rather than specify the criteria or process for declaring a council seat vacant.

3. Parliamentary Procedures.

a. The ordinance (§ 2-1-9) provides that the mayor is the presiding officer at all meetings and that the mayor pro tempore is the presiding officer in the mayor’s absence. The current code provides that the mayor pro tempore presides over all study sessions, and that section is proposed for deletion.

b. The proposed amendments (§ 2-1-10) provide for additional specificity with regard to the presiding officer’s duties, including knowing and understanding the parliamentary procedures of the council and running the meeting.

c. The provision (current § 2-1-12(c)) requiring the presiding officer to restate each question immediately prior to calling for the vote is proposed for deletion as this is not the council's practice. Additionally, should additional clarification be needed for accurate vote-casting or taking of the minutes, such clarification is typically sought.

d. The code section (§ 2-1-11) entitled "Rules of Debate" is proposed to merely provide that the city council adopted and follows Rosenberg's Rules of Order governing parliamentary procedure. As Rosenberg's Rules of Order is duplicative of the current code, which includes a number of procedural rules, this section is proposed for deletion.

4. Amendments to Provide for Practices Actually Used.

a. The proposed amendments (§ 2-1-4) delete the requirement for the agenda packet documents to be delivered to the city clerk two weeks prior to the city council meeting as this does not occur in practice.

b. The provision (§ 2-1-5) regarding council correspondence has been updated to provide that correspondence to the city council, including electronic mail, is subject to disclosure under the Public Records Act.

c. The proposed amendments (§ 2-1-10(b)) also provide for the mayor to appoint council members to boards and commissions, with the council's concurrence.

d. The proposed amendments (§ 2-1-10(d)) permit the presiding officer to sign all official documents unless the city council has authorized the city manager or other city staff to sign a document(s). This is the council's current practice.

5. Changing the Procedure for Reconsideration. The current code (§ 2-1-27) provides that a motion to reconsider an item of business previously addressed by the council may be made either during the same meeting or at a recessed or adjourned meeting. It further provides that a motion to reconsider may only be made by a council member who voted with the prevailing side. While these provisions are fairly typical, the current code also provides that the section does not prevent a council member from making or remaking the same or any other motion of a subsequent meeting of the council. In theory, a council member could effectively ask for reconsideration at each and every single council meeting for the duration of his or her term.

Instead, the proposed amendments (§ 2-1-23) provide that a city council member who voted with the prevailing side may make a motion to reconsider at the same meeting, a recessed or adjourned meeting, or at the next subsequent meeting. This means a council member who wishes to ask for reconsideration must do so either at the same meeting or only at the next subsequent meeting. This is a standard practice and promotes finality in decision-making. This does not mean, however, that a city council member could not at a later date pursue undoing or amending the action taken.

6. General Shortening and Clean-up of the Municipal Code. The following amendments are proposed to remove unnecessary language:

a. The code currently provides that if a regular meeting falls on a legal holiday, a meeting shall not be held on that holiday but shall be held on the following business day. If a council meeting falls on a

holiday, the council would retain the option to have its meeting on a different day but would not be required to have it on the next business day.

b. Several sections of the existing Municipal Code are proposed for deletion, which necessitates a renumbering of the remaining Municipal Code sections. Additionally, as discussed above, some sections were shortened to remove provisions that are duplicative of existing law or are unnecessary. Finally, where appropriate, language has been added to make provisions gender-neutral.

Additionally, the City Council may wish to consider whether it wishes to amend or delete two other sections of the Municipal Code, including: (1) specific language require to adjourn a city council meeting, found in existing section 2-1-30 and proposed new section 2-1-26; and (2) the provision in current section 2-1-31 and proposed section 2-1-27 that all city council meetings shall end by 9 p.m. unless extended by a majority vote of the city council.

Rosenberg's Rules of Order

Rosenberg's Rules of Order were drafted by Judge David Rosenberg to provide a set of procedural rules that are less complicated than Robert's Rules of Order. Robert's Rules of Order are comprehensive but more suited for a larger body, such as Parliament. Rosenberg's Rules of Order, on the other hand, are similar (if not identical) to what many public agencies already follow. Rosenberg's Rules of Order are more user-friendly and appropriate for agencies with smaller governing bodies, such as five-member city councils.

Conclusion

Staff recommends that the City Council (1) introduce and waive first reading of Ordinance No. _____, Amending Part A of Article 1 of Chapter 2 of the Woodland Municipal Code Related to City Council Members and City Council Procedures and (2) adopt Resolution No. _____, adopting Rosenberg's Rules of Order as the Official Parliamentary Procedures for City Council Meetings.

Prepared by: Kara Ueda, City Attorney



Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Ordinance of the City of Woodland Amending Part A of Article 1 of Chapter 2 of the Woodland Municipal Code Related To City Council Members and City Council Procedures (redlined and clean versions)

Attachment B - Resolution adopting Rosenberg's Rules of Order as the Official Parliamentary Procedures for City Council Meetings

Attachment C - Rosenberg's Rules of Order

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WOODLAND AMENDING PART A OF ARTICLE
1 OF CHAPTER 2 OF THE WOODLAND MUNICIPAL CODE RELATED TO CITY
COUNCIL MEMBERS AND CITY COUNCIL PROCEDURES**

WHEREAS, the City Council of the City of Woodland has reviewed its Municipal Code concerning the City Council and the running of the City Council meetings; and

WHEREAS, the City Council of the City of Woodland has determined that certain portions of the Municipal Code are either outdated, obsolete, unnecessary, or no longer in compliance with current law; and

WHEREAS, the City Council of the City of Woodland now desires to amend its Municipal Code to make the Code consistent with both its current practices and state law.

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

Section 1. Part A of Article 1 of Chapter 2 of the Woodland Municipal Code is hereby amended to read as follows:

- Sec. 2-1-1. Regular and adjourned meetings.**
- Sec. 2-1-2. Special and emergency meetings.**
- Sec. 2-1-3. Meetings to be public – Exception for closed session.**
- Sec. 2-1-4. Agenda.**
- Sec. 2-1-5. Council correspondence.**
- Sec. 2-1-6. Order of business.**
- Sec. 2-1-7. Quorum.**
- Sec. 2-1-8. Preparation and approval of minutes.**
- Sec. 2-1-9. Presiding officer.**
- Sec. 2-1-10. Powers and duties of presiding officer.**
- Sec. 2-1-11. Rules of debate.**
- Sec. 2-1-12. Synopsis of council member remarks.**
- Sec. 2-1-13. Rules of order.**
- Sec. 2-1-14. Failure to observe rules of order.**
- Sec. 2-1-15. Addressing the council.**
- Sec. 2-1-16. Rules of decorum.**
- Sec. 2-1-17. Enforcement of decorum.**
- Sec. 2-1-18. Motions – Second required.**
- Sec. 2-1-19. Voting procedure.**
- Sec. 2-1-20. Disqualification for conflict of interest.**
- Sec. 2-1-21. Failure to vote.**
- Sec. 2-1-22. Changing vote.**
- Sec. 2-1-23. Reconsideration.**

- Sec. 2-1-24. Reading of ordinances.**
- Sec. 2-1-25. Council Vacancy.**
- Sec. 2-1-26. Adjournment.**
- Sec. 2-1-27. Time limits for meetings.**

Sec. 2-1-1. Regular and adjourned meetings.

The city council shall hold regular meetings on the first and third Tuesdays in each month at the hour of 6:00 P.M. in the council chambers of the City Hall, located at 300 First Street in the city. Any regular meeting may be adjourned to a date certain, which shall be specified in the order of adjournment, and when so adjourned, such adjourned meeting shall be a regular meeting for all purposes. Such adjourned meetings may likewise be adjourned and any meeting so adjourned shall be a regular meeting for all purposes. If by reason of an emergency it is unsafe or impossible to meet in the City Hall, the meetings may be held for the duration of the emergency at such other place as is designated by the mayor or, if he or she fails to act, by three members of the city council.

Sec. 2-1-2. Special and emergency meetings.

Special meetings, including study sessions for the purpose of considering particular issues in depth, may be called at any time by the mayor, or by three or more council members, by delivering written notice to each council member and to each local newspaper of general circulation, radio or television station requesting notice in writing and by posting notice pursuant to Section 1-3-12 of this code. Notice shall be provided in accordance with Government Code section 54956, as it may be amended from time to time. Emergency meetings may only be called pursuant to, and after following the noticing procedures set forth in, Government Code section 54956.5.

Sec. 2-1-3. Meetings to be public—Exception for closed sessions.

All regular and special meetings of the city council shall be public. However, the city council may hold closed sessions during a regular or special meeting, from which the public may be excluded, for the purpose of considering matters that are authorized to be considered in closed session pursuant to the Ralph M. Brown Act (Government Code Section 54950, et seq. (hereinafter “the Brown Act”)). No member of the city council, employee of the city, or any other person present during any closed session of the council shall disclose to any person the content or substance of any discussion which took place during the closed session unless the city council authorizes the disclosure of the information by affirmative vote of at least three council members, and any person making such an unauthorized disclosure shall be subject to all available remedies provided by law, including under Government Code section 54963.

Sec. 2-1-4. Agenda.

The city manager or the city clerk, under the direction of the city manager, shall prepare the agenda. The agenda shall be delivered to councilmembers and the general public no later than the Friday preceding the regular Tuesday council meeting to which it pertains.

Sec. 2-1-5. Council correspondence.

(a) Public Records. Correspondence addressed to the city council, including electronic mail, is subject to disclosure under the Public Records Act unless an exception permitting non-disclosure applies.

(b) Authority of City Manager. The city manager, at his or her discretion, is authorized to open and examine all mail and other written communications addressed to the city council and to give it immediate attention, to the end that all administrative business referred to in the communications and not necessarily requiring council action may be acted upon between council meetings.

Sec. 2-1-6. Order of business.

(a) The business of the council shall be taken up for consideration and disposition in the order as jointly determined by the mayor, city manager, and city clerk for each meeting agenda.

(b) Matters brought before the council that were not placed on the agenda of the meeting may be discussed but shall not be acted upon by the council at that meeting unless action on such matters is permissible pursuant to the Brown Act (Government Code, Section 54950 *et seq.*). Those non-agenda items may either be placed on the agenda for an upcoming council meeting or referred to staff, as directed by the mayor or the presiding officer.

(c) Every regular meeting agenda shall provide an opportunity for members of the public to directly address the council on any item of interest that is within the council's subject matter jurisdiction, but the council may not take action on any item not appearing on the agenda unless otherwise permissible under the Brown Act (Government Code, Section 54950 *et seq.*). Members of the public may also comment on any item on the council's agenda either before or during the council's consideration of the item.

Sec. 2-1-7. Quorum.

Three members of the council constitute a quorum. A quorum must be present to conduct council business.

Sec. 2-1-8. Preparation and approval of minutes.

The city clerk shall have responsibility for preparation of the minutes, and directions for changes in the minutes shall be made only by majority action of the council. The minutes shall be approved by a majority vote of the council.

Sec. 2-1-9. Presiding officer.

(a) Regular, Adjourned Regular and Special Meetings. The mayor is the presiding officer at all regular, adjourned regular and special meetings of the city council. In the absence of the mayor, the mayor pro tempore shall preside.

(b) Absence of Mayor and Mayor Pro Tempore. In the absence of the mayor and the mayor pro tempore, the city clerk shall call the council to order, and a temporary presiding officer shall be elected by the council members present to serve until the arrival of the mayor or mayor pro tempore or until adjournment.

Sec. 2-1-10. Powers and duties of presiding officer.

(a) Participation. The mayor shall serve as presiding officer. The presiding officer is expected to know and understand the parliamentary procedures of the council. The presiding officer shall, with the assistance of the city clerk as necessary, clarify any motion or vote of the council to ensure accurate minutes and inform the public of the action taken. The presiding officer runs the meeting but may move, second, debate and vote from the chair.

(b) Appointment to Other Agencies and Committees. The mayor, with the council's concurrence, shall appoint members of the council to serve on the boards and commissions of other agencies and on other city committees and commissions.

(c) Seating Arrangement for City Council. The mayor shall, following each council election and at such other time as he or she may deem it necessary, establish the seating arrangement of the members of the council and of the city staff.

(d) Signing of Documents. The presiding officer shall sign all ordinances, resolutions, contracts and other documents necessitating his or her signature unless the city council authorized the city manager or other city staff to sign such documents. In the mayor's absence, the person serving as presiding officer may sign such documents.

Sec. 2-1-11. Rules of debate.

The city council adopted and follows Rosenberg's Rules of Order, which govern parliamentary procedure.

Sec. 2-1-12. Synopsis of council member remarks.

A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council entered in the minutes. This statement may include the reasons why a council member voted against, or protested, an action of the council.

Sec. 2-1-13. Rules of order.

Except as provided in this chapter and Chapter 1, other rules adopted by the city council and applicable provisions of state law, the procedures of the council shall be governed by majority vote of the council.

Sec. 2-1-14. Failure to observe rules of order.

Rules adopted to expedite the transaction of the business of the council in an orderly fashion are procedural only and the failure to strictly observe such rules does not affect the jurisdiction or authority of the council or invalidate action taken at a meeting that is otherwise held in conformity with law.

Sec. 2-1-15. Addressing the council.

(a) Public Comment. Each person desiring to address the council at a meeting shall first be encouraged, but not required, to fill out a speaker card on which to state his or her full name and home address. When the person's name is called, he or she shall step to the microphone at the lectern, state his or her name, state whether he or she resides in the city, state the subject he or she wishes to discuss, and state whom he or she is representing if he or she represents an organization or other persons. The time for each speaker to address the council shall be limited to three minutes unless changed by the presiding officer. The presiding officer may grant additional time to any speaker, but such action may be appealed to the full council. All remarks shall be addressed to the council as a whole and not to an individual member. No question shall be asked a council member or a member of the city staff without the permission of the presiding officer.

(b) Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group to address the council and, in case additional matters are to be presented by any other member of the group, to limit the number of persons addressing the council.

(c) Public Hearings. No person will be permitted during a public hearing to speak about matters or present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the presiding officer, but may be appealed to the full council. After a public hearing is closed by the presiding officer after stating that "if there is no objection by a council member, the public hearing is closed," or the public hearing is closed upon motion, second, and majority vote of the council, no member of the public shall address the council from the audience on the matter under consideration unless the public hearing is re-opened upon motion, second, and majority vote of the council.

Sec. 2-1-16. Rules of decorum.

(a) Council Member. While the council is in session, the members must preserve order and decorum, and a member may, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disturb a member while speaking or refuse to obey the orders of the presiding officer.

(b) Staff. Members of the city staff and employees shall observe the same rules of order and decorum applicable to the city council.

(c) Disruptive Members of the Public. A person, or group of people, who willfully disrupts a meeting in a manner that does not permit the meeting to continue unimpeded may be removed by the city council pursuant to Government Code section 54957.9.

Sec. 2-1-17. Enforcement of decorum.

The chief of police, or such member of the police department as he or she may designate, is sergeant-at-arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order and decorum at the council meetings. A council member may move to require the presiding officer to enforce the rules and affirmative vote if a majority of the council shall require him or her to do so.

Sec. 2-1-18. Motions—Second required.

A motion by a member of the council, including the presiding officer, may not be considered by the council without receiving a second.

Sec. 2-1-19. Voting procedure.

A vote of the council, including a roll-call vote, may be registered by the members by each member answering “yes” for an affirmative vote or “no” for a negative vote upon his or her name being called by the city clerk.

Sec. 2-1-20. Disqualification for conflict of interest.

Any council member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the presiding officer state the nature of the disqualification in open meeting. A council member who is disqualified by reason of a conflict of interest in any matter shall not remain in his or her seat, and shall step down from the council table during the debate and not vote on the matter. Except as otherwise provided by law, a council member stating disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of a vote on the matter.

Sec. 2-1-21. Failure to vote.

Every council member should vote unless disqualified by reason of a conflict of interest. A council member who abstains from voting in effect consents that a majority of the quorum may decide the question voted upon.

Sec. 2-1-22. Changing vote.

A member may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the presiding officer or city clerk and prior to the time that the next item in the order of business is taken up. A council member who publicly announces that he or she is abstaining from voting on a particular matter may not subsequently withdraw the abstention.

Sec. 2-1-23. Reconsideration.

Notwithstanding any other rule of procedure adopted by the city council, a motion to reconsider or further discuss an item of business previously addressed or acted upon by the council may be made either during the same meeting, a recessed, or adjourned meeting or at the next subsequent council meeting . If the item to be reconsidered was acted upon by a vote of the council, the motion to reconsider may be made only by a council member who voted with the prevailing side.

Sec. 2-1-24. Reading of ordinances.

At the time of adoption of an ordinance it shall be read in full unless a motion to waive further reading is adopted by a majority of all council members present.

Sec. 2-1-25. Council Vacancy

A council member's seat may become vacant pursuant to Government Code section 1770, and the seat may be filled in conformance with state law.

Sec. 2-1-26. Adjournment.

The presiding officer shall adjourn council meetings by stating "If there is no objection by a council member, this meeting is adjourned to closed session or this meeting is adjourned to...." If a council member objects to adjournment, the council meeting shall be adjourned upon motion, a second, and majority vote of the council.

Sec. 2-1-27. Time limits for meetings.

Unless extended by majority vote of the council, no council meeting shall extend beyond 9:00 P.M.

Section 2. Effective Date and Notice. The City Clerk shall certify to the adoption of this ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper

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

PASSED AND ADOPTED by the City Council this _____ day of _____ 2015, 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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WOODLAND AMENDING PART A OF ARTICLE 1 OF CHAPTER 2 OF THE WOODLAND MUNICIPAL CODE TO RELATED TO CITY COUNCIL MEMBERS AND CITY COUNCIL PROCEDURES

WHEREAS, the City Council of the City of Woodland has reviewed its Municipal Code concerning the City Council and the running of the City Council meetings; and

WHEREAS, the City Council of the City of Woodland has determined that certain portions of the Municipal Code are either outdated, obsolete, unnecessary, or no longer in compliance with current law; and

WHEREAS, the City Council of the City of Woodland now desires to amend its Municipal Code to make the Code consistent with both its current practices and state law.

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

Section 1. Part A of Article 1 of Chapter 2 of the Woodland Municipal Code is hereby amended to read as follows:

- Sec. 2-1-1. Regular and adjourned meetings.**
- Sec. 2-1-2. Special and emergency meetings.**
- Sec. 2-1-3. Meetings to be public – Exception for closed session.**
- Sec. 2-1-4. Agenda.**
- Sec. 2-1-5. Council correspondence.**
- Sec. 2-1-6. Order of business.**
- Sec. 2-1-7. Quorum.**
- Sec. 2-1-8. Preparation and approval of minutes.**
- Sec. 2-1-9. Presiding officer.**
- Sec. 2-1-10. Powers and duties of presiding officer.**
- Sec. 2-1-11. Rules of debate.**
- Sec. 2-1-12. Synopsis of council member remarks.**
- Sec. 2-1-13. Rules of order.**
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- Sec. 2-1-15. Addressing the council.**
- Sec. 2-1-16. Rules of decorum.**
- Sec. 2-1-17. Enforcement of decorum.**
- Sec. 2-1-18. Motions – Second required.**
- Sec. 2-1-19. Voting procedure.**
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- Sec. 2-1-22. Changing vote.**
- Sec. 2-1-23. Reconsideration.**
- Sec. 2-1-24. Reading of ordinances.**
- Sec. 2-1-25. Council Vacancy.**

Sec. 2-1-26. Adjournment.

Sec. 2-1-27. Time limits for meetings.

Sec. 2-1-1. Regular and adjourned meetings.

The city council shall hold regular meetings on the first and third Tuesdays in each month at the hour of 6:00 P.M. in the council chambers of the City Hall, located at 300 First Street in the city. Any regular meeting may be adjourned to a date certain, which shall be specified in the order of adjournment, and when so adjourned, such adjourned meeting shall be a regular meeting for all purposes. Such adjourned meetings may likewise be adjourned and any meeting so adjourned shall be a regular meeting for all purposes. If by reason of an emergency it is unsafe or impossible to meet in the City Hall, the meetings may be held for the duration of the emergency at such other place as is designated by the mayor or, if he or she fails to act, by three members of the city council.

Sec. 2-1-2. Special and emergency meetings.

Special meetings, including study sessions for the purpose of considering particular issues in depth, may be called at any time by the mayor, or by three or more council members, by delivering written notice to each council member and to each local newspaper of general circulation, radio or television station requesting notice in writing and by posting notice pursuant to Section 1-3-12 of this code. Notice shall be provided in accordance with Government Code section 54956, as it may be amended from time to time. Emergency meetings may only be called pursuant to, and after following the noticing procedures set forth in, Government Code section 54956.5.

Sec. 2-1-3. Meetings to be public—Exception for closed sessions.

All regular and special meetings of the city council shall be public. However, the city council may hold closed sessions during a regular or special meeting, from which the public may be excluded, for the purpose of considering matters that are authorized to be considered in closed session pursuant to the Ralph M. Brown Act (Government Code Section 54950, et seq. (hereinafter “the Brown Act”)). No member of the city council, employee of the city, or any other person present during any closed session of the council shall disclose to any person the content or substance of any discussion which took place during the closed session unless the city council authorizes the disclosure of the information by affirmative vote of at least three council members, and any person making such an unauthorized disclosure shall be subject to all available remedies provided by law, including under Government Code section 54963.

Sec. 2-1-4. Agenda.

The city manager or the city clerk, under the direction of the city manager, shall prepare the agenda. The agenda shall be delivered to councilmembers and the general public no later than the Friday preceding the regular Tuesday council meeting to which it pertains

Sec. 2-1-5. Council correspondence.

(a) Public Records. Correspondence addressed to the city council, including electronic mail, is subject to disclosure under the Public Records Act unless an exception permitting non-disclosure applies.

(b) Authority of City Manager. The city manager, at his or her discretion, is authorized to open and examine all mail and other written communications addressed to the city council and to give it immediate attention, to the end that all administrative business referred to in the communications and not necessarily requiring council action may be acted upon between council meetings.

Sec. 2-1-6. Order of business.

(a) The business of the council shall be taken up for consideration and disposition in the order as jointly determined by the mayor, city manager, and city clerk for each meeting agenda.

(b) Matters brought before the council that were not placed on the agenda of the meeting may be discussed but shall not be acted upon by the council at that meeting unless action on such matters is permissible pursuant to the Brown Act (Government Code, Section 54950 *et seq.*). Those non-agenda items may either be placed on the agenda for an upcoming council meeting or referred to staff, as directed by the mayor or the presiding officer.

(c) Every regular meeting agenda shall provide an opportunity for members of the public to directly address the council on any item of interest that is within the council's subject matter jurisdiction, but the council may not take action on any item not appearing on the agenda unless otherwise permissible under the Brown Act (Government Code, Section 54950 *et seq.*). Members of the public may also comment on any item on the council's agenda either before or during the council's consideration of the item.

Sec. 2-1-7. Quorum.

Three members of the council constitute a quorum. A quorum must be present to conduct council business.

Sec. 2-1-8. Preparation and approval of minutes.

The city clerk shall have responsibility for preparation of the minutes, and directions for changes in the minutes shall be made only by majority action of the council. The minutes shall be approved by a majority vote of the council.

Sec. 2-1-9. Presiding officer.

(a) Regular, Adjourned Regular and Special Meetings. The mayor is the presiding officer at all regular, adjourned regular and special meetings of the city council. In the absence of the mayor, the mayor pro tempore shall preside.

(b)

Absence of Mayor and Mayor Pro Tempore. In the absence of the mayor and the mayor pro tempore, the city clerk shall call the council to order, and a temporary presiding officer shall be elected by the council members present to serve until the arrival of the mayor or mayor pro tempore or until adjournment.

Sec. 2-1-10. Powers and duties of presiding officer.

(a) Participation. The mayor shall serve as presiding officer. The presiding officer is expected to know and understand the parliamentary procedures of the council. The presiding officer shall, with the assistance of the city clerk as necessary, clarify any motion or vote of the council to ensure accurate minutes and inform the public of the action taken. The presiding officer runs the meeting but may move, second, debate and vote from the chair.

(b) Appointment to Other Agencies and Committees. The mayor, with the council's concurrence, shall appoint members of the council to serve on the boards and commissions of other agencies and on other city committees and commissions.

(c) Seating Arrangement for City Council. The mayor shall, following each council election and at such other time as he or she may deem it necessary, establish the seating arrangement of the members of the council and of the city staff.

(d) Signing of Documents. The presiding officer shall sign all ordinances, resolutions, contracts and other documents necessitating his or her signature unless the city council authorized the city manager or other city staff to sign such documents. In the mayor's absence, the person serving as presiding officer may sign such documents.

Sec. 2-1-11. Rules of debate.

The city council adopted and follows Rosenberg's Rules of Order, which govern parliamentary procedure.

Sec. 2-1-12. Synopsis of council member remarks.

A council member may request, through the presiding officer, the privilege of having an abstract of his or her statement on any subject under consideration by the council entered in the minutes. This statement may include the reasons why a council member voted against, or protested, an action of the council.

Sec. 2-1-13. Rules of order.

Except as provided in this chapter and Chapter 1, other rules adopted by the city council and applicable provisions of state law, the procedures of the council shall be governed by majority vote of the council.

Sec. 2-1-14. Failure to observe rules of order.

Rules adopted to expedite the transaction of the business of the council in an orderly fashion are procedural only and the failure to strictly observe such rules does not affect the jurisdiction or authority of the council or invalidate action taken at a meeting that is otherwise held in conformity with law.

Sec. 2-1-15. Addressing the council.

(a) Public Comment. Each person desiring to address the council at a meeting shall first be encouraged, but not required, to fill out a speaker card on which to state his or her full name and home address. When the person's name is called, he or she shall step to the microphone at the lectern, state his or her name, state whether he or she resides in the city, state the subject he or she wishes to discuss, and state whom he or she is representing if he or she represents an organization or other persons. The time for each speaker to address the council shall be limited to three minutes unless changed by the presiding officer. The presiding officer may grant additional time to any speaker, but such action may be appealed to the full council. All remarks shall be addressed to the council as a whole and not to an individual member. No question shall be asked a council member or a member of the city staff without the permission of the presiding officer.

(b) Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group to address the council and, in case additional matters are to be presented by any other member of the group, to limit the number of persons addressing the council.

(c) Public Hearings. No person will be permitted during a public hearing to speak about matters or present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the presiding officer, but may be appealed to the full council. After a public hearing is closed by the presiding officer after stating that "if there is no objection by a council member, the public hearing is closed," or the public hearing is closed upon motion, second, and majority vote of the council, no member of the public shall address the council from

the audience on the matter under consideration unless the public hearing is re-opened upon motion, second, and majority vote of the council.

Sec. 2-1-16. Rules of decorum.

(a) Council Member. While the council is in session, the members must preserve order and decorum, and a member may, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disturb a member while speaking or refuse to obey the orders of the presiding officer.

(b) Staff. Members of the city staff and employees shall observe the same rules of order and decorum applicable to the city council.

(c) Disruptive Members of the Public. A person, or group of people, who willfully disrupts a meeting in a manner that does not permit the meeting to continue unimpeded may be removed by the city council pursuant to Government Code section 54957.9.

Sec. 2-1-17. Enforcement of decorum.

The chief of police, or such member of the police department as he or she may designate, is sergeant-at-arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order and decorum at the council meetings. A council member may move to require the presiding officer to enforce the rules and affirmative vote if a majority of the council shall require him or her to do so.

Sec. 2-1-18. Motions—Second required.

A motion by a member of the council, including the presiding officer, may not be considered by the council without receiving a second.

Sec. 2-1-19. Voting procedure.

A vote of the council, including a roll-call vote, may be registered by the members by each member answering “yes” for an affirmative vote or “no” for a negative vote upon his or her name being called by the city clerk.

Sec. 2-1-20. Disqualification for conflict of interest.

Any council member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the presiding officer state the nature of the disqualification in open meeting. A council member who is disqualified by reason of a conflict of interest in any matter shall not remain in his or her seat, and shall step down from the council table during the debate and not vote on the matter. Except as otherwise provided by law, a

council member stating disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of a vote on the matter.

Sec. 2-1-21. Failure to vote.

Every council member should vote unless disqualified by reason of a conflict of interest. A council member who abstains from voting in effect consents that a majority of the quorum may decide the question voted upon.

Sec. 2-1-22. Changing vote.

A member may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the presiding officer or city clerk and prior to the time that the next item in the order of business is taken up. A council member who publicly announces that he or she is abstaining from voting on a particular matter may not subsequently withdraw the abstention.

Sec. 2-1-23. Reconsideration.

Notwithstanding any other rule of procedure adopted by the city council, a motion to reconsider or further discuss an item of business previously addressed or acted upon by the council may be made either during the same meeting, a recessed, or adjourned meeting or at the next subsequent council meeting . If the item to be reconsidered was acted upon by a vote of the council, the motion to reconsider may be made only by a council member who voted with the prevailing side.

Sec. 2-1-24. Reading of ordinances.

At the time of adoption of an ordinance it shall be read in full unless a motion to waive further reading is adopted by a majority of all council members present.

Sec. 2-1-25. Council Vacancy

A council member's seat may become vacant pursuant to Government Code section 1770, and the seat may be filled in conformance with state law.

Sec. 2-1-26. Adjournment.

The presiding officer shall adjourn council meetings by stating "If there is no objection by a council member, this meeting is adjourned to closed session or this meeting is adjourned to...." If a council member objects to adjournment, the council meeting shall be adjourned upon motion, a second, and majority vote of the council.

Sec. 2-1-27. Time limits for meetings.

Unless extended by majority vote of the council, no council meeting shall extend beyond 9:00 P.M.

Section 2. Effective Date and Notice. The City Clerk shall certify to the adoption of this ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the City of Woodland and County of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and with fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED by the City Council this ____ day of _____ 2015, 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

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND ADOPTING ROSENBERG’S RULES OF ORDER AS THE
OFFICIAL PARLIAMENTARY PROCEDURES FOR CITY COUNCIL
MEETINGS**

WHEREAS, the City Council of the City of Woodland had not officially adopted a uniform set of procedures as its parliamentary procedures for City Council meetings; and

WHEREAS, the City Council now desires to adopt parliamentary procedures for City Council meetings and, upon discussion of its options, desires to adopt Rosenberg’s Rules of Order as its parliamentary procedures.

NOW, THEREFORE, the City Council of the City of Woodland does hereby adopt Rosenberg’s Rules of Order (attached to this Resolution).

PASSED AND ADOPTED by the City Council of the City of Woodland on the 16th day of June, 2015.

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

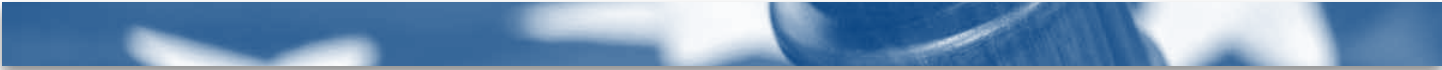


TABLE OF CONTENTS

About the Author	ii
Introduction	2
Establishing a Quorum	2
The Role of the Chair	2
The Basic Format for an Agenda Item Discussion	2
Motions in General	3
The Three Basic Motions	3
Multiple Motions Before the Body	4
To Debate or Not to Debate	4
Majority and Super-Majority Votes	5
Counting Votes	5
The Motion to Reconsider	6
Courtesy and Decorum	7
Special Notes About Public Input	7



INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ... ”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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