

City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda City Council

Tuesday, September 1, 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, Pursuant to Gov't Code Section 54956.8

Property: APN 027-360-101 (NW corner of CR102 and Beamer Streets)

Agency Negotiators: City Manager, Community Development Director,
Economic Development Manager, and City Attorney

Negotiating Parties: Gerry Kamilos and Woodland/Spreckels Industrial
Business Park, LLC

Under Negotiation: Price and Terms of Payment

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY SEPTEMBER 1, 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.

[16-098](#)

SUBJECT: Long Range Calendar

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

Attachments: [Council Long Range Calendar](#)

F. MINUTES

1. [16-089](#)

SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of August 18, 2015.

Attachments: [08-18-15 DRAFT MINUTES FOR APPROVAL](#)

G. PRESENTATIONS

2. [16-094](#)

SUBJECT: Proclamation of Support Prostate Cancer Awareness Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation supporting the American Cancer Society Prostate Cancer Awareness Month, September 2015, and encouraging all male citizens to actively play a part in their health by seeking early detection methods.

Attachments: [Proposed Proclamation - 2015-A.doc](#)

[Did you know - 2015, B](#)

3. [16-059](#)

SUBJECT: Planning Commission Annual Report

Recommendation for Action: Staff recommends that the City Council receive the Planning Commission Annual Update including a summary of the 2014 accomplishments and proposed 2015 work plan.

Attachments: [1 - Review of Application Types and Review Authority](#)

[2 - FY 2015-2016 PC Work Program](#)

H. CONSENT CALENDAR

4. [16-079](#)

SUBJECT: Approve Contract with Hatch Mott McDonald for Well #24 and Well #26 Water Main Project, CIP 16-09

Recommendation for Action: Staff recommends that the City Council: (1) approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with Hatch Mott McDonald (HMM) for Well #24 and Well #26 Water Main Project, CIP 16-09, for an

amount not to exceed \$189,601, and
(2) reallocate \$250,000 in funding for CIP 16-09 from CIP 11-14, East Transmission Main.

Attachments: [B - Scope of work](#)
[reso HMM](#)

5. [16-093](#) SUBJECT: Final Acceptance and Notice of Completion for Douglas Junior High Sewer Realignment Project, CIP 15-14

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Douglas Junior High Sewer Realignment Project CIP 15-14 construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Attachments: [A - Resolution](#)

6. [16-080](#) SUBJECT: Budget Appropriation Approval for Legal Services Required for the Review and Processing of an Application Submitted to the Manufactured Home Fair Practices Commission

Recommendation for Action: Staff recommends that the City Council:
1) Approve an appropriation of \$10,000 for required legal services to review and process the net operating income application submitted to the City's Manufactured Home Fair Practices Commission by the owner of the Royal Palm Mobile Home Park; and
2) Approve a transfer of \$4,351.41 from the City's Housing Trust Fund to the General Fund for this purpose, and authorize staff to amend the budget as necessary.

7. [16-097](#) SUBJECT: Treasurer's Investment Report Quarter Ending June 30, 2015

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2015.

Attachments: [Woodland Investment Analysis 06-30-2015](#)
[Q4 FY 2015 Investment Details](#)

8. [16-090](#) SUBJECT: Transportation Development Act Claim

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act claim with the Sacramento Area Council of Governments.

Attachments: [Proposed Use of Funds](#)
[TDA Resolution](#)

9. [16-086](#) SUBJECT: Appointment to Woodland Recreation Foundation

Recommendation for Action: Staff recommends that the City Council consider and appoint a member of the public to the Woodland Recreation Foundation.

10. [16-095](#)

SUBJECT: Award construction contract for WPCF 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11

Recommendation for Action: Staff recommends that the City Council:

1. Adopt Resolution No. _____, approving a construction contract in the amount of \$2,015,572, which includes the base bid plus additive alternate A2, to Teichert Construction for CIP 10-11, Water Pollution Control Facility (WPCF) 2015 Phase III Improvement Project-Pond System Enhancements, and authorize a contract contingency of up to 8% (\$161,246); and
2. Approve appropriation of an additional \$550,000 for FY15/16 from Fund 220, Sewer Enterprise Fund; and
3. Approve Contract Amendment #1 with Nexgen Utility Management, Inc. to add construction services in an amount not to exceed \$18,200.

Attachments: [A - Resolution](#)

[B - Contract Amendment #1](#)

I. PUBLIC HEARINGS

11. [16-099](#)

SUBJECT: PUBLIC HEARING - Spring Lake Specific Plan - Turn of the Century (PLNG15-00036) General Plan and Specific Plan Amendments and Development Agreement Amendments

This item will be opened and continued to the September 15, 2015 Council meeting.

12. [16-064](#)

SUBJECT: PUBLIC HEARING - Adopt an Ordinance of the City Council of the City of Woodland, adding Section 25-21-23 to the Woodland Municipal Code regarding solar energy systems

Recommendation for Action: Staff recommends that the City Council:

- 1) Hold a public hearing; and
- 2) Adopt Ordinance No. _____, adding Section 25-21-23 to the City of Woodland Municipal Code to create expedited, streamlined permitting procedures for small residential rooftop solar systems, as mandated by State Assembly Bill No. 2188 (September 21, 2014) codified in Section 658505.5 of the California Government Code.

Attachments: [A - Ordinance](#)

13. [16-084](#)

SUBJECT: PUBLIC HEARING - First reading of proposed ordinance amending Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service to establish incentives and encourage the use of recycled water

Recommendation for Action: Staff recommends that the City Council:

- (1) Adopt Resolution No. _____, approving the amendments to Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service; and
- (2) Waive the first reading and read by title only an Ordinance of the City Council of the City of Woodland, California Amending Sections 23C-14-3 and 23C-14-19 of Article XIV of Chapter 23C of the Woodland Municipal Code to Establish Incentives and Encourage the Use of Recycled Water."

Attachments: [A - Proposed Ord. to be Added to the Municipal Code Related to Recycle Water](#)
[B - Summary of Proposed Water Ordinance](#)

J. REPORTS OF THE CITY MANAGER

14. [16-096](#) SUBJECT: Report from Council Homeless Ad Hoc Sub-Committee

Recommendation for Action: Staff recommends that the City Council receive a report from its recently-formed Homeless Ad Hoc Sub-committee and consider the following actions:

- 1) Adopt a position in support of a "Housing First" model for coordinated approach to addressing homelessness,
- 2) Introduce and waive first reading of Ordinance No. _____, amending Sections 7-2, 7-3, and 7-4 of the Municipal Code related to camping on city property and private property,
- 3) Introduce and waive first reading of Ordinance No. _____, amending Section 15-56 of the Municipal Code related to Prohibited Activities in City Parks, and
- 4) Provide feedback on next steps to guide ongoing sub-committee and staff efforts to address issues related to homelessness.

Attachments: [Woodland Amended Camping Ordinance - Track Changes](#)
[WOODLAND Ordinance Amending Storage Activities in City Parks - Track Changes](#)
[Attachment A 2015 Homeless Count Report](#)
[Attachment B Homeless Services Inventory](#)
[Attachment C Homeless 10 year plan revision](#)

15. [16-058](#) SUBJECT: Letter expressing support for the U.S. Army Corps of Engineers to study additional alternatives for the Lower Cache Creek Feasibility Study

Recommendation for Action: Staff recommends that the Council authorize the City Manager to sign a letter to the U.S. Army Corps of Engineers (Corps) to express support for the Corps to study a Locally Preferred Plan (LPP) for the Lower Cache Creek Feasibility Study, CIP #09-15.

Attachments: [A - Draft LCCFS Letter to Corps](#)

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for September 1, 2015 was posted on August 28, 2015 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Ana B. Gonzalez, City Clerk

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

Legislation Text

File #: 16-098, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: August 18, 2015

SUBJECT: Long Range Calendar

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

Staff Contact

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

Background

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

Prepared by: Ana Gonzalez, City Clerk



Paul Navazio, City Manager

Attachment

COUNCIL LONG RANGE CALENDAR

Items subject to removal and/or rescheduling

SEPTEMBER 15th	REGULAR MEETING	REPORTS DUE 9/1
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Consent Calendar

PW Quarterly Status Report
HVAC Contract
Approve 2014/15 CAPER
MOU Yolo Conflict Resolution Center
Summary Vacation & Quitclaim of approx. 266 sf of Heritage Parkway
Approve Joint Use Agreement with PG&E
811 Resolution “Call Before You Dig” – PG&E
2nd Reading - Mandatory Use Ordinance for Recycled Water Program
2nd Reading – Camping and Prohibited Activities in Parks

Successor Agency Board (City Council) Consent Calendar

Adopt resolution approving ROPS 15-16B and adopt resolution approving Admin Budget Jan 2016 – Jun 2016

Public Hearing

Spring Lake Neighborhood Commercial Rezone to Park, Purchase Agreement, and Master Plan

Regular Calendar

SL Neighborhood Park N1 Purchase Agreement and Master Plan
Spring Lake Public Financing
Reserve Policy

OCTOBER 6th	REGULAR MEETING	REPORTS DUE 9/22
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FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

Update/Revision of Development Impact Fees
Railroad Crossing Agreement with Sierra Northern
Zoning Ordinance Update – Medical Clinics (Referral)
Authorization to Bid Recycled Water Project

FUTURE STUDY SESSIONS (TBD):

Measure E (1/2 Cent Sales Tax) Renewal Framework
Lower Cache Creek Flood Control Feasibility Study
Update Economic Development Strategic Plan

Updated 8/27/15



City of Woodland

300 First Street
Woodland, CA 95695

Legislation Text

1.

File #: 16-089, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: September 1, 2015

SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of August 18, 2015.

Staff Contact

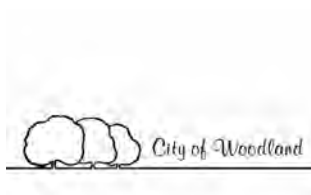
Ana Gonzalez, City Clerk - 530-661-5806, ana.gonzalez@cityofwoodland.org

Ken Hiatt, Acting City Manager

Attachments

City of Woodland

*300 First Street
Woodland, CA 95695*



Meeting Minutes - Draft

Tuesday, August 18, 2015

6:00 PM

Council Chambers

City Council

**CLOSED SESSION
5:00PM**

A. CALL TO ORDER

B. CLOSED SESSION

**B. 1 Conference with Real Property Negotiators, Pursuant to Government
Code Section 54956.8**

**Property: Yolo County Assessor's Parcel Number 042-030-047
(Spring Lake Park N-3)**

**Agency Negotiators: City Manager, Community Development
Director, City Engineer and City Attorney**

Under Negotiation: Price and Terms of Payment

**B. 2 Conference with Real Property Negotiators, Pursuant to Government
Code Section 54956.8**

Property: APN 042-030-012

**Agency Negotiator: City Manager, Community Development Director, and
City Attorney**

Negotiating Parties: Yolo Habitat Conservancy

Under Negotiation: Price and Terms of Payment

**JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
AUGUST 18, 2015
6:00 P.M.**

A. CALL TO ORDER

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Amit Pal, Government Relations with PG&E.

D. COMMUNICATIONS-PUBLIC COMMENT

**Tareyn Cadena with Yolo Land Trust spoke regarding the upcoming fundraiser
taking place in Guinda, CA.**

E. COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Verbal updates provided by Council Members/Staff.

[16-073](#)

SUBJECT: Long Range Calendar

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

F. COMMITTEE REPORTS

[16-037](#)

SUBJECT: Commission on Aging Meeting Minutes for April 9, May 14, and June 11, 2015

Recommendation for Action: Staff recommends that the City Council receive the April 9, May 14, and June 11, 2015 Commission on Aging Minutes that were approved on May 14, June 11, and July 9 (respectively).

Received Commission on Aging Meeting Minutes for April 9, 2015, May 14, 2015 and June 11, 2015.

[16-067](#)

SUBJECT: Planning Commission Meeting Minutes

Recommendation for Action: Staff recommends that the City Council receive the minutes of the June 18, 2015, July 2, 2015, and July 16, 2015 Planning Commission meetings; and the July 23, 2015 Special General Plan - Planning Commission meeting, that were approved at the August 6, 2015 Planning Commission Meeting.

Received Planning Commission Meeting Minutes of June 18, 2015, July 2, 2015 and July 16, 2015 and the July 23, 2015 Special General Plan - Planning Commission Meeting.

G. MINUTES

1. [16-047](#)

SUBJECT: Council Meeting Minutes

Recommendation for Action: Staff recommends that the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority meeting of July 7, 2015 and July 21, 2015.

On a motion by Council Member Barajas, seconded by Council Member Denny and carried unanimously, Council Members adopted the Joint Regular City Council/Woodland Finance Authority meeting minutes of July 7, 2015 and July 21, 2015.

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

H. CONSENT CALENDAR

Douglas Someya Reed spoke regarding Consent Calendar Item No. 10 (16-035)

and Item No. 14 (16-043)

2. [16-031](#) SUBJECT: Community Development Department's Quarterly Status Report

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

Received the Community Development Department's Quarterly Status report.

3. [16-041](#) SUBJECT: Public Safety Department (Police and Fire) Quarterly Status report for the period of April 2015 through June 2015

Recommendation for Action: Staff recommends that the City Council accept the Public Safety Department Quarterly Status Report for April 2015 through June 2015.dy

Received the Public Safety Department (Police and Fire) Quarterly Status report for the period of April 2015 through June 2015.

4. [16-048](#) SUBJECT: Receive and File Annual Report from the Manufactured Home Fair Practices Commission

Recommendation for Action: Staff recommends that the City Council receive and file the Manufactured Home Fair Practices Commission Annual Report for the 2014 program year and receive a summary update on the 2015 program year.

Received and filed the Manufactured Home Fair Practices Commission Annual Report for the 2014 program year and received a summary update on the 2015 program year.

5. [16-020](#) SUBJECT: Final Acceptance and Notice of Completion for Community Senior Center Generator Project, CIP 13-07

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Community Senior Center Generator Project, CIP 13-07 construction contract as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted Resolution No. 6503, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR THE COMMUNITY SENIOR CENTER GENERATOR PROJECT.

6. [16-044](#) SUBJECT: Final Acceptance and Notice of Completion for the Safe Routes to School Improvement Project, CIP 13-06

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Safe Routes to School Improvement Project, CIP 13-06 construction contract as complete

and authorizing the City Clerk to file a Notice of Completion.

Adopted Resolution No. 6504, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR THE SAFE ROUTES TO SCHOOL IMPROVEMENT PROJECT.

7. [16-050](#)

SUBJECT: Final Acceptance and Notice of Completion for Water Transmission Main East, CIP #11-14 & Sports Park / Community Center Frontage, CIP #11-15

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Water Transmission Main East, CIP #11-14 & Sports Park / Community Center Frontage, CIP #11-15 construction contract as complete and authorizing the City Clerk to file a Notice of Completion.

Adopted Resolution No. 6505, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR WATER TRANSMISSION MAIN EAST PROJECT (CIP #11-14) AND SPORTS PARK / COMMUNITY CENTER FRONTAGE IMPROVEMENTS PROJECT (CIP 11-15).

8. [16-022](#)

SUBJECT: Increase the Fiscal Year 2015/2016 Tree Rebate Program Budget by \$2,400

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing an FY15/16 appropriation of \$2,400 in support of the city's Tree Rebate Program.

Adopted Resolution No. 6506, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AN INCREASE TO THE FISCAL YEAR 2015/2016 TREE REBATE PROGRAM BUDGET.

9. [16-032](#)

SUBJECT: Downtown Streetscape Project, CIP 08-58; Approve Amendment to Consultant Services Agreement

Recommendation for Action: Staff recommends City Council approve Resolution No. _____, amending the consultant services agreement with RAH Environmental, Inc. in the additional amount of \$9,011.58 for a total agreement amount of \$54,011.58 and authorize the City Manager to execute the amendment.

Adopted Resolution No. 6507, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE AN AMENDMENT WITH RAH ENVIRONMENTAL, INC. FOR CONSULTANT SERVICES.

10. [16-035](#)

SUBJECT: Approve Amendment #4 to Agreement with the Ferguson Group for Federal Representation and Advocacy Services for Flood Mitigation

Recommendation for Action: Staff recommends that the City Council

adopt Resolution No. _____, authorizing Amendment #4 to extend the Ferguson Group agreement for an additional 12 months for an amount not to exceed \$40,000.

Adopted Resolution No. 6508, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING CONTRACT AMENDMENT #4 WITH THE FERGUSON GROUP FOR FEDERAL REPRESENTATION AND ADVOCACY SERVICES FOR FLOOD MITIGATION.

11. [16-052](#)

SUBJECT: Approval of Subrecipient Agreement with Yolo Wayfarer Center for 2013 Continuum of Care Grant

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the City Manager to execute a subrecipient agreement in substantially the same form presented to the City Council with the Yolo Wayfarer Center (dba Fourth and Hope) funded through a 2013 Continuum of Care (CoC) Program grant in the amount of \$23,339 and authorizes the Finance Officer to amend the budget as necessary.

Adopted Resolution No. 6509, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO EXECUTE A SUBRECIPIENT AGREEMENT WITH THE YOLO WAYFARER CENTER FOR CONTINUUM OF CARE PROGRAM GRANT (2013 REALLOCATION PSH GRANT FOR CHRONICALLY HOMELESS INDIVIDUALS AND FAMILIES).

12. [16-060](#)

SUBJECT: Approve Construction Contract Change Order for Kentucky Avenue Sewer Rehabilitation Project, CIP #15-13; and Approve reallocation of \$65,000 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21 to Kentucky Avenue Sewer Rehabilitation, CIP 15-13

Recommendation for Action: Staff recommends that the City Council:

- 1) Adopt Resolution No. _____, to approve a construction contract change order in the amount of \$111,163 with McGuire and Hester for CIP 15-13, Kentucky Avenue Sewer Rehabilitation Project; and
- 2) Approve the reallocation of \$65,000 of additional Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21 to Kentucky Avenue Sewer Rehabilitation, CIP 15-13.

Adopted Resolution No. 6510, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT CHANGE ORDER WITH MCGUIRE AND HESTER IN THE AMOUNT OF \$111,163 FOR THE KENTUCKY AVENUE SEWER REHABILITATION PROJECT, CIP 15-13.

13. [16-056](#)

SUBJECT: Extension of Tyler Technologies, Inc., Maintenance and Support Level Agreement

Recommendation for Action: Staff recommends that the City Council:

1. Receive the Extension of Tyler Technologies, Inc., Maintenance and Support Level Agreement Report; and

2. Approve Resolution No. _____, authorizing the City Manager to execute a 5-year extension of the existing Maintenance and Support Level Agreement with Tyler Technologies, Inc., using the Terms and conditions set forth by the contract approved by council September 1, 2009.

Adopted Resolution No. 6511, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING EXTENDING AN EXISTING AGREEMENT WITH TYLER TECHNOLOGIES, INC., FOR MAINTENANCE AND SUPPORT LEVEL.

14. [16-043](#)

SUBJECT: IT Storage Area Network (SAN) Replacement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, authorizing the purchase of a replacement storage area network (SAN) device through a Purchase Order with DSA Technologies, Inc. in the amount not to exceed \$100,000.

Adopted Resolution No. 6512, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE PURCHASE OF A REPLACEMENT STORAGE AREA NETWORK (SAN) DEVICE THROUGH A PURCHASE ORDER WITH DSA TECHNOLOGY, INC.

15. [16-068](#)

SUBJECT: Adopt Resolution to Approve and implement a three (3) year agreement with the Woodland Mid Management Professional Association (MMPA).

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to implement a three (3) year agreement (July 1, 2015 to June 30, 2018) with the Mid Management Professional Association (MMPA) as described herein.

Adopted Resolution No. 6513, MEMORANDUM OF UNDERSTANDING CONCERNING MID-MANAGEMENT UNIT EMPLOYEES OF THE CITY OF WOODLAND.

On a motion by Council Member Barajas, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Consent Calendar Items No. 2 through 15.

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

I. REPORTS OF THE CITY MANAGER

16. [16-071](#)

SUBJECT: Approve Resolution Urging State to Address Critical Funding Needs for State and Local Transportation Infrastructure - Extraordinary Legislative Session

Recommendation for Action: Staff recommends that the Council adopt Resolution No. _____, urging the Governor and Legislature to

provide new sustainable funding for state and local transportation infrastructure.

On a motion by Council Member Denny, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6514, A RESOLUTION URGING THE STATE TO PROVIDE NEW SUSTAINABLE FUNDING FOR STATE AND LOCAL TRANSPORTATION INFRASTRUCTURE.

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

17. [16-062](#) SUBJECT: Third 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 Third Amendment to the Ground Lease with Love Ride Inc. for the Velocity Island Park facility.

On a motion by Council Member Denny, seconded by Council Member Hilliard and carried unanimously, Council Members adopted Resolution No. 6515, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO EXECUTE THE THIRD AMENDMENT TO GROUND LEASE AGREEMENT WITH LOVE RIDE, INC.

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

18. [16-053](#) SUBJECT: Legacy Tree Grove Update

Recommendation for Action: Informational report only.

Received an update on the Legacy Tree Grove. Christine Shumaker and Mark Aulman spoke regarding this item.

19. [16-049](#) SUBJECT: Receive Fiscal Year 2014-15 Report on the City's Affordable Housing Loan Portfolio

Recommendation for Action: Staff recommends that the City Council receive the Fiscal Year 2014-15 report on the City's affordable housing loan portfolio.

Received an update on the Fiscal Year 2014-15 Report on the City's Affordable Housing Loan Portfolio.

20. [16-008](#) SUBJECT: First Reading of an Ordinance of the City Council of the City of Woodland, adding Section 25-21-23 to the Woodland Municipal Code regarding solar energy systems

Recommendation for Action: Staff recommends that the City Council waive first reading and read by title only an Ordinance adding Section 25-21-23 to the City of Woodland Municipal Code to create expedited, streamlined permitting procedures for small residential rooftop solar systems, as mandated by State Assembly Bill No. 2188 (September

21, 2014) codified in Section 658505.5 of the California Government Code.

On a motion by Council Member Hilliard, seconded by Council Member Denny and carried unanimously, Council Members waived first reading and read by title only an Ordinance adding Section 25-21-23 to the City of Woodland Municipal Code related to small residential rooftop solar systems.

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

21. [16-072](#)

SUBJECT: Adopt Resolution to amend the contract between the California Public Employees Retirement System and the City Council of the City of Woodland and Second Reading of an Ordinance to amend the PERS Contract.

Recommendation for Action: Staff recommends that the City Council:

- 1) Adopt Resolution No. _____, amending the contract between the Board of Administration California Public Employees/Retirement System and the City Council of the City of Woodland; and
- 2) Adopt Ordinance No. _____, amending the PERS Contract

On a motion by Mayor Pro Tem Marble, seconded by Council Member Denny and carried unanimously, Council Members adopted Resolution No. 6516, TO APPROVE AN AMENDMENT TO CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY COUNCIL CITY OF WOODLAND and Ordinance No. 1588, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF WOODLAND AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM.

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

J. ADJOURNED at 7:21PM

Legislation Text

2.

File #: 16-094, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** Proclamation of Support Prostate Cancer Awareness Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation supporting the American Cancer Society Prostate Cancer Awareness Month, September 2015, and encouraging all male citizens to actively play a part in their health by seeking early detection methods.

Staff Contact

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

Background

As has been customary for the last several years, Council has been asked to proclaim their support for September 2015 as the American Cancer Society “Prostate Cancer Awareness Month”. Council has shown their support in the past by proclaiming the month of September as the specific month to raise the awareness of this disease affecting men primarily over the age of 40.

Discussion

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

Prepared by: Ana Gonzalez
City Clerk

Ken Hiatt, Acting City Manager

Attachments: Proclamation
Supporting Materials and Resources

CITY OF WOODLAND
Proclamation
Prostate Cancer Awareness Month – September 2015

This is a Proclamation to designate September 2015 as Prostate Cancer Awareness Month.

- WHEREAS, prostate cancer is the most frequently diagnosed cancer in men aside from skin cancer, and it is estimated 1 in 7 men will develop this disease in their lifetime; and
- WHEREAS, the American Cancer Society estimates there will be 220,800 new cases of prostate cancer in the USA in 2015, resulting in an estimated 27,540 deaths; and
- WHEREAS, it is estimated 21,060 men in California will be diagnosed with prostate cancer this year and it is estimated 3,180 California men will die from this disease; and
- WHEREAS, African American men have the highest prostate cancer incidence rates in the world and their prostate cancer death rate in the USA is more than twice that of any other ethnic group of men; and
- WHEREAS, early prostate cancer usually has no symptoms and studies suggest strong familial predisposition may be responsible for 5% to 10% of the disease cases; and
- WHEREAS, recent studies suggest that a diet high in processed meat or dairy foods may be a risk factor, and obesity appears to increase risk of aggressive prostate cancer; and
- WHEREAS, the survival rate approaches 100% when prostate cancer is diagnosed and treated early, but drops to 28% when it spreads to the other parts of the body; and
- WHEREAS, treatment options for prostate cancer vary depending on a man's age, stage and grade of his cancer, as well as his other existing medical conditions; and
- WHEREAS, the American Cancer Society recommends that men should have an opportunity to make an informed decision about whether to be tested for prostate cancer based on their personal values and preferences, and
- WHEREAS, the Woodland City Council joins communities across our nation to increase the awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer, and now, therefore be it

NOW, THEREFORE, BE IT RESOLVED, that the Woodland City Council designate September 2015 as Prostate Cancer Awareness Month.

Dated this 1ST day of September, 2015.

William L. Marble, Mayor Pro Tem

Jim Hilliard, Council Member

Sean Denny, Council Member

Angel Barajas, Council Member



Prostate Cancer

The following are some interesting facts about this disease

2015

Did you know that

- Prostate cancer is the most diagnosed cancer in American men, second only to non-fatal skin cancer.
- In the average American family, the husband has a greater risk of developing prostate cancer than the wife has of developing breast cancer.
- 220,800 American men are forecast to be diagnosed with prostate cancer this year.
- 27,540 American men are forecast to die from this deadly disease this year.
- Every 18 minutes, 24/7, an American man dies from prostate cancer.
- Prostate cancer usually has no symptoms in its early stage and there are no self-tests for this disease.
- The 5-year survival rate approaches 100% if malignant prostate cancer is detected in its early stage.
- The 5-year survival rate drops to 28% if malignant prostate cancer spreads to other parts of the body.
- African American men have the highest prostate cancer incident rates in the world.
- African American men have a prostate cancer mortality rate that is more than twice as high as that of any other racial group.
- More than 2.9 million men are living in the USA today with a history of prostate cancer.
- 1 out of every 7 men will be diagnosed with prostate cancer in their lifetime.
- 1 out of every 8 women will be diagnosed with breast cancer in their lifetime.
- The Median Age at diagnosis for prostate cancer is age 66. For women's breast cancer, it's age 61.
- Men have a higher death rate from prostate cancer than women have from breast cancer.
- The CDC FY 2016 budget has eliminated all funding for prostate cancer programs.
- The CDC FY 2016 budget provides \$169,240,000 for breast and cervical cancer programs.
- The Affordable Care Act provides free breast cancer screening, but not free prostate cancer screening.
- Men have a 50% higher risk factor for developing any type of cancer than women have.
- For new cancer cases, including both men and women, prostate cancer accounts for more than 13% of all new cases in the USA. (These new cases include, breast, lung, colon, and all other lethal cancers)

The above information comes from the American Cancer Society and the Center for Disease Control (CDC) documents. These documents are available at www.cancer.org and <http://www.cdc.gov/>

Many cancer research centers and advocacy groups suggest that every man consider having a prostate cancer test at age 40 to establish a baseline for future reference. Men with a family history of prostate cancer and African American men should consider having this test at age 35. The basic prostate cancer test consists of a simple blood test called a PSA (prostate-specific antigen) followed by a DRE (digital rectal exam). Both of these simple tests can be conducted in the local doctor's office.

Legislation Text

3.

File #: 16-059, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Planning Commission Annual Report**

Recommendation for Action: Staff recommends that the City Council receive the Planning Commission Annual Update including a summary of the 2014 accomplishments and proposed 2015 work plan.

Staff Contact

Cindy Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Council Goal**Economic Development/Job Creation Goal**

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.

Economic Development /Job Creation Goal Strategies

- Update General Plan
- Comprehensive Review of City Codes and Regulations
- Implement and Promote Business-Friendly Culture - “Open for Business”
- Develop Plan to Mitigate Flood Issues in the City’s Industrial Area
- Collaborate with Local and Regional Agencies/Organizations to Market and Promote Targeted Business Opportunities

Fiscal Impact

This report is informational only and does not have a fiscal impact. Individual projects reviewed or advanced by the Planning Commission may have city cost or revenue implications that will be analyzed individually as the projects are considered.

Background

In accordance with Municipal Code Section 2-7-21(5) a member of the Planning Commission shall appear before the City Council to report on work accomplished in the past year and to outline work to be done in the coming year. The Planning Commission approved their proposed Work Program for the 2015-2016 Fiscal Year on August 6, 2015.

Discussion

To assist in the discussion, this report will provide an overview of the functions of the Planning Commission, of application types and review authority, of past actions and projects, and a summary of possible future projects and work plan.

Functions of the Planning Commission

The Functions of the Planning Commission are established in State Government Code Section 65103 and in the City's Municipal Code Section 2 -7-21.

State Government Code Section 65103

- a. Prepare, periodically review, and revise as necessary, the general plan.
- b. Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- c. Annually review the capital improvement program of the city and the local public works projects of other local agencies for consistency with the general plan.
- d. Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.
- e. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
- f. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- g. Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

Municipal Code Section 2-7-21 - Powers and duties of the Planning Commission:

The planning commission shall:

1. Assist in developing and maintaining the general plan.
2. Assist in developing such specific plans as may be necessary or desirable.
3. On or before March 1st of each year, review and make recommendations to the council concerning the deletion, addition and priority of items in the city's capital improvement program.
4. Recommend to the council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters.
5. During April of each year, a commission representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the Council, also may be required to be submitted in writing.
6. Perform such other functions as the Council and the law may provide.

Commission Work

The Planning Commission shall review all projects that are required come before them to either, forward a recommendation to City Council for final action, or to make a determination as the final approving body. A summary of application types and review authority is provided (Attachment “1”).

With regard to planning resources, planning staff members provide only a share of their time to projects that are taken to Planning Commission. Much time is spent on items that are approved at a staff level. In addition, while some minor project reviews that come before the Commission required 2 to 3 months of lead time prior to being heard, the more complex projects may take 6 months to 2 years before being scheduled for hearing before the Commission. This review time is due to many factors including the complexity of analysis required, number of studies and agencies that are involved in the application review, the applicant’s time required to prepare modifications to plans, and the environmental review process.

Projects that Came to the Planning Commission in the Last Fiscal Year

1. Reviews of Development Applications included:
 - a. Douglas Lane Cell Tower Conditional Use Permit
 - b. Sports Park Verizon Cell Tower Conditional Use Permit
 - c. National Indoor Sports Conditional Use Permit
 - d. Uvaggio Wine Bar Conditional Use Permit
 - e. Blue Note Brewery Conditional Use Permit
 - f. Beamer Mixed Use Conditional Use Permit
 - g. Spring Lake Cal West Rezone (2), Tentative Subdivision Map and Development Agreement
 - h. Spring Lake Central Rezone, Tentative Subdivision Map and Development Agreement
 - i. Bulls Eye Bail Bond Downtown Specific Plan Amendment and Conditional Use Permit
 - j. Design Reviews for Lennar, Meritage and DR Horton
 - k. Design Review and Conditional Use Permit modification for Fairfield Inn and Suites
 - l. Velocity Island Black Pearl Conditional Use Permit Modification
 - m. Parcel Map Oaktrail (D. Snow)
 - n. Comfort Suites Mural review
2. Cottage Food Ordinance
3. Wireless Facilities Ordinance Amendment
4. General Plan Update

Projects Anticipated to Come Before the Planning Commission in the Next Few Months

1. Reviews of Development Applications may include:
 - a. Woodland Tractor Parcel Map
 - b. Machado Parcel Map
 - c. 520 W. Main Street Cell Tower Conditional Use Permit
 - d. Bulls Eye Bail Bonds CUP/Downtown Specific Plan Amendment (revised review)
 - e. Auto Dismantler Conditional Use Permit
 - f. Fast food drive through CUP Main/Matmor
 - g. Spring Lake Heritage Remainder Area neighborhood commercial rezone and N3 park
 - h. Fairfield Inn public art

- i. Woodland Motors public art
2. Methadone Clinic Ordinance Review
3. Freeway Oriented Digital Signs Ordinance Amendment and application review.
4. General Plan Scenario Analysis and Preferred Development Plan

Projects Anticipated to Come Before the Planning Commission within the Next Year:

1. Reviews of Development Applications may include:
 - a. 154 acre Woodland Commerce Center General Plan Amendment, tentative map and Development Agreement and Final EIR
 - b. 38 acre Prudler Mall Expansion site General Plan Amendment, rezone, tentative map and EIR, to change from neighborhood commercial to residential
 - c. Spring Lake Oyang North and South, General Plan Amendment, Rezone and tentative map
 - d. 350 acre Spring Lake Remainder Area (SP1-A) GPA, SPA, Annexation
 - e. 300+ Acre Woodland Industrial Park Plan
 - f. Design Review for residential subdivision architectural design
 - g. Possible hotel conditional use permit and design review on Main Street
2. Ashley and Main Street concept review - work with Portland State and SACOG
3. SB 5 General Plan Amendment regarding flood requirements and project review
4. Housing Element Implementation actions and annual report
5. General Plan On-going discussions and Environmental Impact Report

Planning Commission Work Program Items:

- a. Public Art
- b. Design Liaison
- c. Zoning Updates

2015-2016 Planning Commission Work Program

The proposed Planning Commission work program for Fiscal Year 2015-2016 was approved by the Planning Commission on August 6, 2015 (Attachment "2"). The Chairperson of the Planning Commission, Kirby Wells will provide a presentation of the proposed work plan to the City Council for their review and consideration.

Conclusion

Staff recommends that the City Council receive the Planning Commission Annual Update including a summary of the 2014 accomplishments and proposed 2015 accomplishments.

Prepared by: Cindy Norris, Principal Planner

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENTS:

Attachment 1 - Review of Application Types and Review Authority

Attachment 2 - Fiscal Year 2015-2016 Planning Commission Work Program

Attachment 1 Overview of Application Types and Review Authority

Ministerial (Staff review authority, typically not subject to CEQA)

- Patio covers, additions to single family
- Solar permits
- Site plan reviews

Administrative Review (Staff Review Authority)

- Accessory structures requiring design review
- Minor improvements requiring Design Reviews
- New signs or significant modifications
- Minor wireless tower modifications
- Lot line adjustments, Certificate of Compliance
- Demolition Reviews
- Yolo County Referrals
- Temporary Use permit
- Zoning Administrator Reviews

Historic Preservation Commission

- Advisory review on projects with structural changes in the National Register Downtown
- Demolition reviews on historically significant structures
- Recommendation to City Council on all historic designations and actions
- Heritage Home and Preservation Awards

Planning Commission

- Any of the above noted entitlements when coupled with any of the below noted entitlements
- Appeals of administrative decisions noted above
- General Plan Amendment (recommending)
- Specific Plan Amendment (recommending)
- Rezoning (recommending)
- Zoning Amendment (recommending)
- Development Agreement (recommending)
- Zoning Interpretation (PC approving body)
- Variance (PC approving body)
- Conditional Use Permits (PC approving body)
- Tentative Subdivision Map and Tentative Parcel Map (PC approving body)
- Wireless cell towers (PC approving body)
- Design Review (cases where PC is the approving body)
- Comprehensive Sign Programs
- Public Art

City Council

- Any appeals of Planning Commission approval decisions
- Review and final approval of all aspects of any project involving the following:
 - o General Plan Amendment
 - o Specific Plan Amendment
 - o Rezoning
 - o Zoning Amendment
 - o Development Agreement
- Right of way vacation
- Final Map and Subdivision Improvement Agreement

PLANNING COMMISSION
FY 2015 – 2016 WORK PROGRAM

Program Name	Program Tasks	Current Status	Time Frames
<i>Commission Operating Standards – On-going</i>			
Planning Commission Meetings	Regular meetings of the Commission with occasional special meetings as needed • <i>Maintain effective standards for ongoing management of the Commission including minutes, agendas, and compliance with Rosenberg's Rules of Order, due process requirements and the Brown Act.</i> • <i>Receive, evaluate and act upon public input related to the General Plan land use and zoning and design review applications</i> • <i>Read all information and staff reports relating to applications and action requests that come before the Commission</i> • <i>View any site that is subject to consideration</i> • <i>Individually discuss and provide recommendations and feedback on various items that come before the Commission</i>	Ongoing	1 st and 3 rd Thursdays
Review application requests for which the Planning Commission is the approval body	Unless appealed to the City Council, the Planning Commission has final approval authority on the following: • <i>Administering the California Environmental Quality Act</i> • <i>Conditional Use Permits</i> • <i>Variances</i> • <i>Tentative Maps</i> • <i>Design and Site Plan Review</i> • <i>Zoning Interpretations</i> • <i>Public Art, as well as any required environmental review associated with the application</i>	Ongoing	As needed depending on submittal of applications for review
Review application requests for which the Planning Commission is a recommending body to the City Council	The Planning Commission shall review and make recommendation to the City Council on the following types of actions: • <i>General Plan Amendments</i> • <i>Ordinance Amendments</i> • <i>Development Agreements</i> • <i>Any project based action which is combined with any other action that requires City</i>	Ongoing	As needed depending on submittal of applications for review

Program Name	Program Tasks	Current Status	Time Frames
	<i>Council approval</i>		
Assist in Developing and Maintaining the General Plan	Review of General Plan amendment requests and Involvement in the General Plan Update process Per State law the General Plan may be amended up to four (4) times in a calendar year.	Ongoing	As needed based on application requests or as part of the update process.
Assist in Developing such specific plans as may be necessary or desirable	Participation in the progress and review of any proposed new specific plan for the City. The role to be defied by the City Council.	As needed	As needed based on application requests for Specific Plans.
Initiation of Ordinances, Resolutions, agreements or programs concerning planning matters	Recommend to the City Council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters. - Request Council authorization and concurrence on a proposed amendment request - Request Council authorization to direct staff resources to a proposed amendment request Suggested initiation of effort to amend the following: - Public art - Minor lot standards - Detox Clinic (Council directed)	Ongoing	Review of Work Program by the City Council
Review of the City's Capital Improvement Program	Review of the Capital Improvement program for consistency with the General Plan and make recommendations to City Council regarding deletion, addition, and priority of items	Complete	March
Annual Planning Commission Report	The Planning Commission Chair shall provide a report to the City Council on work accomplished in the past year and to outline work suggested in the coming year.	In process	April (Will occur in September of 2015)
Commission Elections	Election of the Officers of the Commission which shall consist of the Chairperson and Vice-Chairperson.	Chair and Vice-Chair are limited to two (2) consecutive years	Annually, at the first meeting in September
Training and Workshops	Education for staff and commission and the public. The goal will be to host some type of training whenever there are light agendas, with a minimum of one training session annually. This may include	Ongoing	As topics, speakers or materials become available or necessary or as

Program Name	Program Tasks	Current Status	Time Frames
	hosting web based training sessions as well.		requested
<i>Short Range Goals/Tasks (< 12 months)</i>			
Appoint Standing Committees and define the key focus area and accomplishment desired for each.	• <u>Public Art Ad-hock Committee</u>: To appoint 2 members of the Commission to serve on an Ad-hock subcommittee to evaluate possible options regarding a Public Art Ordinance. The goal will be to review best practices with regard to Public Art and make recommendations to the City Council. An Ad-hock public art subcommittee has been formed to evaluate the nature of public art in the community and to present possible options on how to proceed with regard to requiring, review and approval of public art on both public and private projects. (Commissioners Wells and Lopez) • <u>PC Design Liaison</u>: To appoint a (1) PC member who has design and architectural expertise to function as a design liaison in order to provide early input with applicants on design issues or concerns in order to facilitate the process for applicants (Commissioner Holt) • <u>General Plan Subcommittee</u>: To appoint 3 members of the Commission to serve on an Ad-hock General Plan Update subcommittee. (Commissioners Holt, Lizarraga, Ortega-Lampkin) • <u>Zoning Subcommittee</u>: To appoint 3 members of the Commission to serve on a standing committee that will review zoning update requests and make recommendation regarding future Zoning Ordinance Amendments. (Commissioners Holt, Lizarraga and Lopez) <i>Ad-hock committees may meet periodically and do not require notice.</i> <i>Standing Committees shall meet at appointed times with appropriate notice</i> <i>Design Liaison is an ad-hock member who meets from time to time on various items.</i>	In process – two meetings have been held Ongoing To be scheduled To be scheduled	January 2016 Recommendation to the City Council regarding a proposed art process Meet early in the process as based upon application submittals Winter 2015 Recommendation to City Council regarding proposed zoning amendments

Program Name	Program Tasks	Current Status	Time Frames
<i>Long Range Goals/Strategies (> 12 Months)</i>			
Review of Potential new Specific Plan/ Master Plans	Review of possible new specific plan(s) or master plan(s) that may be submitted for residential/ commercial or industrial development Possible review of a pre-annexation application for residential / commercial		Winter 2015
Review and Participate in a Comprehensive Update of the Zoning Ordinance	Will be necessary to provide an in depth update to the Zoning Code upon approval of the General Plan		Winter 2016
Prepare Infill Design Guidelines	Policies and programs to facilitate and implement the General Plan direction with regard to infill development	May be evaluated with the drafting of the General Plan update policies.	Spring 2016
Review and Evaluate East St and West Main Corridor Plans for Consistency with the General Plan Update	Follow up once the General Plan Update is nearing completion. An update to consider appropriate performance standards will be needed in areas with Corridor Mixed Use designation.		Winter 2016
Review and Evaluate the Downtown Specific Plan for Consistency with the General Plan Update	If necessary based on the General Plan update for possible update to the historic resource review and density allowances.		Fall 2016

Legislation Text

4.

File #: 16-079, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** Approve Contract with Hatch Mott McDonald for Well #24 and Well #26 Water Main Project, CIP 16-09**Recommendation for Action:** Staff recommends that the City Council:

(1) approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with Hatch Mott McDonald (HMM) for Well #24 and Well #26 Water Main Project, CIP 16-09, for an amount not to exceed \$189,601, and

(2) reallocate \$250,000 in funding for CIP 16-09 from CIP 11-14, East Transmission Main.

Staff Contact

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

Fiscal Impact

This project is included in the approved Capital Improvement Program Budget as part of the local projects needed to support the overall surface water project. The project cost is estimated at \$1,500,000. The project is included in the State Revolving Fund (SRF) loan secured by the City for the local improvements to bring treated surface water into the City's water distribution system.

The California Department of Public Health (CDPH) SRF loan was approved by Council on May 13, 2014 for an amount of \$31,503,088. The connection of Wells #24 and #26 to the transmission main is part of the East Transmission Main and West Transmission Main projects. The construction costs will be funded through future reallocations from CIP 11-14, East Transmission Main, and CIP 12-05, West Transmission Main which have remaining available budget.

There is no impact to the General Fund.

Background

The Woodland-Davis Clean Water Agency (WDCWA) is expected to begin delivering surface water in June 2016 and the direct tie-in of Wells #24 and #26 for blending with surface water are needed to meet chromium VI compliance requirements and peak summer water demands.

The State of California's new Maximum Contaminant Limit (MCL) for hexavalent chromium generally precludes the long term use of the existing groundwater wells directly into the water distribution system. The City average concentration of hexavalent chromium is approximately twice the new maximum contaminant

limit. There are additional water quality issues with using the existing ground water wells directly into the distribution system, including hardness, total dissolved solids (TDS), and nitrates. It is the desire of the City to provide equal quality drinking water to all City water users upon conversion to surface water. The water quality issues including, hexavalent chromium, nitrates, TDS, and hardness, can be blended to lower levels with a direct connection to the surface water transmission main.

The City will balance the use of surface water, stored ASR water, and native groundwater to supply high quality water to the City during all supply/demand scenarios. During periods of high demand or reduced surface water supply, native groundwater is needed to meet City water supply needs. Blending well water with surface water reduces the concentrations of hexavalent chromium, nitrates, TDS, and hardness to acceptable levels. A blending ratio of 3:1 surface water to groundwater is necessary to meet water quality requirements for hexavalent chromium.

Wells #24 and #26 are nearest to the transmission main and are best suited to blend native groundwater with surface water prior to entering the distribution system. Well #16 will be connected directly to the transmission main as part of construction of the West Transmission Main project. The project entails extending water main to directly connect both wells to the transmission main without any connection to the distribution system. The total length of the project is approximately 4,000 feet. Piping reconfiguration will be necessary at both well sites along with landscaping work to restore disturbed surfaces.

Discussion

HMM was selected for the project through a Quality Based Selection (QBS) process in January 2014 and is on the list of consultants selected for design of water and sewer projects.

The engineering design contract with HMM includes; the engineering design services required to prepare final plans, and specifications and provide bidding assistance.

The project schedule shows bidding the project in March 2016 with completion of construction in fall 2016.

Conclusion

Staff recommends that the City Council:

1) approve Resolution No. _____ authorizing the City Manager to execute the consultant services agreement with Hatch Mott McDonald (HMM) for Well #24 and Well #26 Water Main Project, CIP 16-09, for an amount not to exceed \$189,601,

(2) reallocate \$250,000 in funding for CIP 16-09 from CIP 11-14, East Transmission Main to cover staff time and the design contract costs.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

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

A handwritten signature in cursive script, appearing to read "Paul Navazio".

Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Resolution

Attachment B - Scope of work

CITY OF WOODLAND
PROFESSIONAL SERVICES AGREEMENT FOR Professional Engineer SERVICES

CM #	
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This Agreement is made and entered into this _____ day of _____ by and between the City of Woodland, a California municipal corporation (“City”) and Hatch Mott MacDonald, a CORPORATION, (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. Consultant desires to perform and assume responsibility for the provision of certain professional consultant services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experience in providing Engineering design for water pipeline design services to public clients, is licensed in the State of California, and is familiar with the plans of City.

B. Consultant agrees that it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

C. City desires to engage Consultant to render such services for the Water Blending project (“Project”) as set forth in this Agreement.

AGREEMENT

1. SCOPE OF SERVICES AND TERM.

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

1.2 Term. The term of this Agreement shall be from September 7, 2015 to December 31, 2016, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

2. SCHEDULE OF SERVICES.

2.1 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit “B” attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant’s conformance with the Schedule, City shall respond to Consultant’s submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Agreement.

2.3 Period of Performance and Liquidated Damages. Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 2.1 above as it may be extended pursuant to Section 2.2 (“Performance Time”). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits “A” or “B” attached hereto, or which may be separately agreed upon in writing by the City and Consultant (“Performance Milestones”). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “C” attached hereto and incorporated herein by reference. The total compensation shall not exceed ONE HUNDRED EIGHTY-NINE THOUSAND SIX HUNDRED AND ONE DOLLARS (\$189,601.00) without written approval of City’s Principal Civil Engineer. Consultant shall not be reimbursed for any expenses unless authorized in writing by City. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

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

4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant’s compensation and/or changes in the schedule, must be authorized in advance by City in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

5. RESPONSIBILITIES OF CONSULTANT.

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

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

5.3 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety

of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement is as follows: Thomas Grau

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

5.3.2 Consultant's Representative. Consultant hereby designates Thomas Grau, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

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

5.5 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

5.6 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all its employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

6.2.1 Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. 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; or (4) cross liability exclusion for claims or suits by one insured against another.

6.2.2 Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.

6.2.3 Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

6.2.4 Professional Liability. Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services 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 or expiration of this Agreement.

6.3 Endorsements.

6.3.1 The policy or policies of insurance required by Sections 6.2.1 Commercial General Liability and 6.2.2 Automobile Liability shall be endorsed to provide the following:

6.3.1.1 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 the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.3.1.2 Primary Insurance and Non-Contributing 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.

6.3.1.3 Severability. In the event of 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 claim is 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.

6.3.1.4 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 the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.1.5 Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.3.1.6 Applicability. That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.3.2 The policy or policies of insurance required by Section 6.2.3 Workers' Compensation shall be endorsed, as follows:

6.3.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.3.2.2 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 the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.3.3 The policy or policies of insurance required by Section 6.2.4 Professional Liability shall be endorsed, as follows:

6.3.3.1 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 the City except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City 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.

6.5 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.7 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.8 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured to the subconsultant's policies.

7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of four (4) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

7.1.1 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

7.1.2 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's

sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant, or for the use of Documents & Data on any other project by City.

7.1.3 Electronic Copies. Consultant shall provide electronic copies of the finished products in the original software format at the conclusion of the respective phases of work. Complex documents such as reports that utilize more than one type of software shall also be provided in a common format such as Adobe Acrobat (*.pdf). Files of construction drawings shall be provided in a current version of AutoCAD.

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

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

8. ACCOUNTING RECORDS.

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

9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

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

11. GENERAL PROVISIONS

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

City:

CITY OF WOODLAND
300 First Street
Woodland, CA 95695
Attn: Tim Busch, Community Development Department

Consultant:

Thomas Grau
Hatch Mott MacDonald
2495 Natomas Park Drive, Suite 530, Sacramento, CA 95833

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

11.2 Indemnification. Consultant shall defend (with counsel reasonably acceptable to City), indemnify, and hold the City, its directors, officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors, or omissions of Consultant, its officials, officers, employees, agents, or subcontractors in connection with the performance of the Consultant's Services, the Project, or this Agreement. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code section 2782.8, the above indemnity shall be limited to the extent required by Civil Code section 2782.8 to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant shall defend, at Consultant's own cost, expense, and risk any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents, or volunteers. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against City or its directors, officials, officers, employees, agents, or volunteers in any such suit, action, or other legal proceeding. Consultant shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials, officers, employees, agents, or volunteers.

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

11.3.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Consultant. Consultant also verifies that it has not committed a violation of any such law within

the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 11.3 or any of its sub-sections.

11.3.2 Employment Eligibility; Subcontractors, Consultants, Sub-subcontractors and Subconsultants. To the same extent and under the same conditions as Consultant, Consultant shall require all of its subcontractors, consultants, sub-subcontractors and subconsultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 11.3.1.

11.3.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Consultant verifies that they are a duly authorized officer of Consultant, and understands that any of the following shall be grounds for the City to terminate the Agreement for cause: (1) failure of Consultant or its subcontractors, consultants, sub-subcontractors or subconsultants to meet any of the requirements provided for in Sections 11.3.1 or 11.3.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Consultant under Section 11.3.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

11.3.4 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the Yolo-Solano Air Quality Management District (YSAQMD) and/or California Air Resources Board (CARB). Consultant shall indemnify City against any fines or penalties imposed by YSAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

11.4 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further

agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

11.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. if the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

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

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

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

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

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

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

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

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

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

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants

that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

11.19 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.

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

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

11.22 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.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WOODLAND

Hatch Mott MacDonald

By: _____
Paul Navazio
City Manager

By: _____
Cara L. Strom
Senior Vice President

Attest:

By: _____
Ana Gonzalez
City Clerk

Approved as to Form:

By: _____
Best Best & Krieger LLP
City Attorney

EXHIBIT “A”
CITY OF WOODLAND
WELL NOS. 24, 26 WATER BLENDING PROJECT
SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Woodland currently derives its water supply from groundwater sources. The well water has historically exhibited high Total Dissolved Solids (TDS) concentrations. Among other issues, the high TDS concentration present in the raw water causes NPDES effluent compliance issues in the treated wastewater effluent discharged from the City’s treatment plant. Consequently Woodland, in conjunction with the City of Davis has formed a Joint Powers Authority (JPA) to undertake a project to draw and treat surface water to augment their current groundwater supplies.

The Davis-Woodland Surface Water project will convey raw water from the Sacramento River to the Regional Water Treatment Facility (RWTF) in southeast Woodland. From that point, treated water will be conveyed via 24-36 inch transmission mains to the Cities of Davis and Woodland. Most of the water transmission mains have been constructed and the water treatment plant is on schedule for completion in September 2016. Once all project components are operational, the City of Woodland will reduce well water production and can also embark on a program of aquifer recharge.

In 2014, the State of California adopted new drinking water regulations for chromium, establishing a Maximum Contaminant Level of 0.010 mg/l for hexavalent chromium, commonly referred to as Chromium VI. Water quality testing of the City’s existing wells indicates hexavalent chromium is present in the water pumped from Well Nos. 24 and 26 at concentrations closely bracketing the new drinking water standard. Both wells are located in the eastern section of the City, close to the newly 36-inch treated surface water transmission mains which will deliver water from the RWTF to the Woodland water distribution system. The low concentrations of the chromium VI present in the water produced from Well Nos. 24 and 26, in conjunction with the proximity of the two wells to the surface water delivery transmission main make water blending an attractive alternative to water treatment for compliance with the new drinking water standard for chromium VI. Consequently, the City has developed a project to construct dedicated water transmission mains between these two wells and the 36-inch surface water transmission main.

The Well Nos. 24 – 26 Water Blending Project consists of connecting groundwater Wells Nos. 24 and 26 to the 36-inch transmission water main along the north side of Farmers Central Road. Well No. 24 is located on Meikle Ave approximately 1,300 feet south of Farmers Central Road. Land in this area was developed as a residential subdivision within the past 10 years. The plan is to install a 12-inch diameter pipeline along a 25-foot easement which traverses Ortiz Ave, Allen Circle (twice) and Nakagaki Way. The pipeline will also traverse under approximately 350 feet of Jack Slaven Park. In order to minimize disruption to an existing landscaped walkway within the easement, and associated restoration costs, the proposed construction method for the Well No. 24 raw water pipeline is Horizontal Directional Drilling (HDD).

Well No. 26 is located on County Road 25, approximately 800 feet east of County Road 102. A 12-inch water distribution pipeline presently exists within the westerly side of County Road 102 between County Road 25 and the 36-inch transmission main north of Farmers Central Road. However, the 12-inch main is interconnected with two other 12-inch mains at the County Road 25/Heritage Parkway intersection, a 12-inch main in Farmers Central Road and also with seven 8-inch distribution mains from side streets along County Road 102 between Heritage Parkway and Farmers Central.

The concept plan for Well No. 26 is to use the existing 12-inch main in County Road 102 as a dedicated connection main between the well and the 36-inch water transmission main. This would be accomplished by disconnecting the distribution mains from the seven side streets and disconnecting/valving the 12-inch connections at Heritage Parkway and Farmers Central Road to isolate the 12-inch main from the distribution system. The disconnected 8-inch mains would be looped in pairs at the disconnect points from the 12-inch main. This would be accomplished by installing new 8-inch water lines near the westerly edge of pavement for CR 102. Pipeline depths would be similar to existing water mains. Fire hydrants and irrigation services within the loops will be reconnected to the looped system, where appropriate.

The endpoints of the 12-inch waterline will be disconnected from the distribution system, then connected to Well No. 26 dedicated connection main (at CR25) and the 36-inch waterline (north of Farmers Central Road). The isolated 12-inch water line can then be used to convey water from Well 26 to the transmission pipeline north of Farmers Central Road.

Based upon an initial assessment, open trench (cut & cover) construction appears to be the most advantageous construction method for the proposed pipeline work required along CR102. Therefore, the following scope of work is predicated upon design of trenchless installation between Well No. 24 and the 36-inch main and open cut re-piping of the existing distribution system along County Road 102 in order to create a dedicated transmission main between Well No. 26 and the 36-inch RWTF treated water transmission main.

TASKS

1 - PROJECT MANAGEMENT & COORDINATION

1.1 Project Start-up Meeting

The HMM Project Manager will arrange a project kickoff meeting with City's Project Manager and key staff to verify project scope, approach, goals, and schedule. Client expectations and key project milestone dates will be reviewed and verified at the meeting. Project administrative procedures relative to communication hierarchy, progress reporting, and invoicing will be established. A project site walk with City staff will be conducted. Minutes for the kickoff meeting will be prepared and distributed to all participants.

1.2 Project Management & Reporting

This task involves maintaining regular, periodic communication with the client, HMM project team staff and sub-consultants. HMM will monitor critical path items, budgets, schedules and deliverables, and review and process invoices. This task will include preparation of meeting agendas and minutes.

2 - SITE INVESTIGATION

2.1 Supplemental Research

HMM will gather and review supplemental relevant background information such as the City GIS mapping, and record drawings of improvements along the alignment. Google Earth background and/or as-built drawings will be marked up to illustrate proposed project improvements. These maps and plans will be attached to Utility Letter(s) “A” sent to dry utility companies.

HMM will contact representatives of the utility companies owning underground facilities within the project area to obtain mapping at the outset of the site investigation work. Utility information will be consolidated into a common aerial map or as-built drawing. Optimum pothole and borehole locations will be determined. Mapping of existing and proposed utilities will be integrated with topographic mapping. HMM will coordinate with the potholing contractor and geotechnical engineer to request USA markings.

2.2 Underground Utility Investigation

Potholing of up to a total of ten (10) existing underground utilities along the dedicated pipeline segments will be conducted to verify locations. Utility type, diameter, depth and location will be recorded and transferred to base mapping.

2.3 Design Topographic Survey & Mapping

Field and office work to complete field design surveys and mapping suitable for design, and future construction activities for two pipeline segments (1,300 ± and 2,600 ± lineal feet). Mapping will be at a scale of 1" = 40' with 1 foot contours. The horizontal datum and vertical datum shall be NAD 83, California State Plane Coordinate System, Zone 2, and NAVD88, respectively, based on the nearest published horizontal and vertical benchmark data. Survey and mapping details will include the tasks listed below. Conform areas such as edges of pavement and concrete, lips and flowlines of gutters, visible utilities, USA markings, field borings, manholes and their inverts, water valve nuts, building faces, fences, culverts and drainage features, trees 4" dbh and larger (no tags or species identification will be provided), fixed landscaping features, and other features impacting the site for civil design improvements. Mapping will include right-of-ways and easements along pipeline alignment, but exclude residential property parcel lines perpendicular to alignment.

2.4 Geotechnical

(A) Review: this task includes review of the site drill rig access, marking exploration locations in the field, notifying Underground Service Alert (USA), and obtaining the necessary City encroachment and drilling permits.

(B) Exploratory Borings: Professional geologist or engineer will log seven (3) borings and obtain bulk and relatively undisturbed samples of representative subsurface materials. Driven samples will be obtained at every 5 feet intervals unless significant soil changes require additional soil sampling. Boring depths will range from 30 to 40 feet.

(C) Laboratory Testing: Laboratory testing will depend on the soil conditions encountered and will likely include the following:

- Moisture Content (ASTM D 2216)
- Dry Density (ASTM D 2937)
- Fines Content (ASTM D 1140)
- Particle Size Distribution (ASTM D 6913)
- Atterberg Limits (ASTM D 4318)
- Direct Shear (ASTM D 3080)
- Corrosion Potential (CA DOT 417, 422, 532/643)

(D) Geotechnical Report: The results of the field exploration and laboratory testing will be analyzed and a Geotechnical Engineering Report will be prepared for each dedicated water main presenting:

- Vicinity Map;
- Site Plan showing approximate boring locations;
- Logs of Soil Borings;
- Laboratory test results;
- Findings regarding site, soil, and groundwater conditions;
- Conclusions regarding:
 - o bearing capacity/pipe support
 - o 2010 California Building Code seismic design parameters
 - o expansive soil conditions
 - o excavation conditions and trenchless construction
 - o material suitability for use in fill construction
 - o effect of groundwater on infrastructure improvements & construction dewatering
 - o preliminary soil corrosion potential
- Recommendations regarding:
 - o subgrade preparation
 - o engineered fill placement
 - o utility trench backfill
 - o structural backfill
 - o Alternate pavement sections conforming to City of Woodland requirements
- Guide Earthwork Specifications.

3 - PRELIMINARY DESIGN

3.1 Technical Memorandum

A draft Technical Memorandum (TM) summarizing pipeline horizontal and vertical alignments will be prepared, describing the open cut and trenchless construction segments, required re-piping, construction staging, and traffic control requirements. A recommendation on the preferred layout will be presented for City staff consideration.

3.2 Preliminary Construction Cost Estimate

Prepare a preliminary itemized cost estimate based on the recommended project concept and construction methods included in the Preliminary Design Technical Memorandum.

3.3 Review Meeting & Finalize TM

Following the City's review of the TM, HMM will attend a meeting to discuss and review the City's comments and questions. The draft TM will then be finalized within five working days, incorporating agreed upon revisions, and become the basis for the detailed design of the project. The following tasks reflect the improvements envisioned by City staff at this time.

4 - BID DOCUMENT PREPARATION

4.1 Preparation of 50% Plans, Specifications & Construction Cost Estimate

Development of plans and specifications will be an interactive process with City staff to ensure that the project goals are met while developing a cost-effective, constructible project. Construction drawings will be prepared on 22-inch by 34-inch full size sheets using AutoCAD 2013 software.

(A) Layout, Plan over Profile Sheets: Prepare plan over profiles depicting proposed dedicated water transmission mains, existing utilities, utility crossing call-outs, pipe materials, and cross references to applicable standard details. Supplemental drawings will include traffic control, surface restoration, striping and SWPPP.

(B) Complete Hydrofracture Analysis of existing soil pressure vs hydro jetting pressures. Task will aid in reducing the probability of a "frac out".

(C) Specifications: Document will include the City's standard front end requirements such as general requirements, contractual, administrative, and bid proposal sections. Project specific technical specifications covering applicable contract scope of work items, such as pipelines, testing, and appurtenances, bedding and backfill, and site restoration, will be prepared by HMM.

(D) Construction Cost Estimate: Update cost estimate based on the 50% drawings. Provide unit costs based on recent bid results.

(E) Peer Review & QA/QC Review: The 50% Drawings and Specifications will be peer reviewed and checked for quality by staff other than the document originator prior to their submittal to the City.

(F) Submittal & City Review Meeting: Submit four (4) hard copies and an electronic PDF copy of these documents to the City for review.

(G) Outside Agencies Coordination: Forward plans and Utility Letter(s) "B" to the outside agencies. These plans will depict existing utilities and identify any conflicts. If utilities

require relocation, a letter will be prepared requesting relocate by the utility owner. If necessary, HMM will coordinate meetings with the City and other agencies to discuss agreements and a plan forward. It is anticipated that any relocation plans and construction will be completed at the utility owner's expense.

4.2 Preparation of 90% (Draft Final) Plans, Specifications & Construction Cost Estimate

(A) Review & Address Client Comments on 50% Bid Documents: Review and address City staff review comments on the 50% Plans and Specifications. City review comments will be responded to in written form, including those which require further evaluation or which HMM feels City staff may wish to reconsider.

(B) Update Pipeline Plans: The project's layout, details, and plan over profile sheets will be advanced to a Draft Final stage under this task. Construction notes as required to more precisely define the scope of work will be included where appropriate.

(C) Update Specifications: Specifications incorporating City review comments from the 50% review will be updated. Additional items which result from updating the Contract Drawings will be added. Contract Quantities will be added to the Bid Proposal pages.

(D) Construction Cost Estimate: Estimated quantities and unit costs will be updated and the contingency factor will be reduced per industry standards.

(E) Geotechnical Recommendations: Include final HDD design parameters and recommendations along with plans.

(F) Peer Review & QA/QC Review: The Draft Final PS&E will be peer reviewed and QC'd prior to its submittal to the City.

(G) Submittal & City Review Meeting: HMM will formally submit four (4) hard copies, one electronic PDF copy of the Bid Documents to the City for review. Following City review, the HMM Project Manager and Technical Design Leads will meet with the City to discuss and review the City's comments. HMM will summarize the significant findings of the meeting and corresponding discussion in a set of Meeting minutes to be submitted to the City. The Meeting Minutes will memorialize Decisions and Action Items required to finalize the Bid Documents to 100% for public advertisement.

Task 4.3 – Preparation of 100% Plans Specifications & Construction Cost Estimate

(A) Finalize Construction Drawings, Specifications & Cost Estimate The Drawings, Specifications, and Opinion of Probable Construction Cost will be finalized in a form suitable for bid advertisement, incorporating review comments from the 90% Review Meeting along with inclusion of bid advertisement and opening dates. These plans will include conceptual layout, notes and references to utility relocation plans. Any necessary utility relocation plans will be prepared by the respective utility agency/company. One set of plans and Utility Letter

“C” will be submitted to the utility companies. A “true scale” (vertical scale equal to horizontal scale) profile of the HDD drill paths will be prepared at this time for inclusion with the bid documents, or as information only, to assist potential HDD contractors. This will be provided electronically as a pdf file with the intention that it could be printed on a large format plotter by potential contractors to assist them during the bidding process and subsequently during construction.

(B) QA/QC Review: The Contract Documents will undergo a final QA/QC review prior to their being released for bid advertisement.

(C) Final Submittal for Bidding: Submit 100% Contract Plans in the following formats: four (4) half sized, one (1) full sized, and one (1) electronic copy in PDF & AutoCAD format. Specifications and estimate in hard copy and electronic format (Word or Excel) will be forwarded to the City for printing and public advertisement for construction bids. An Excel spreadsheet with the final Engineer’s Opinion of Probable Construction Cost will also be included with the 100% deliverables.

5 - BID PERIOD ASSISTANCE AND CONSTRUCTION PERIOD SERVICES

Task 5.1 – RFI and Contract Addenda Assistance

HMM will assist the City on an as-requested basis in responding to written questions and RFIs submitted by intending bidders during the advertisement period. HMM will draft Contract addenda language (up to two addenda) and forward same to the City for review and finalization and issuance to plan holders.

Task 5.2 - Preparation of Conformed Contract Documents

The addenda issued during the bid advertisement period will be incorporated into a reproducible set of “Conformed for Construction” Contract Documents as directed by the City.

DELIVERABLES

- Calculations/memorandums will be delivered in an 8.5” X 11” format.
- Drawings (estimated at 15 based on the above described concept layout) will be delivered in the following formats:
 - o 11” x 17” at scale 1”=80’ (hard copy)
 - o 22” x 34” at scale 1”=40’ (final, signed submittal on bond paper)
 - o PDF (electronic, reproducible)
 - o AutoCAD 2013 (electronic, for City mapping)
- Technical Specifications (one hard copy, and one electronic copy in WORD format)
- Engineer’s Opinion of Probable Construction Cost

EXCLUSIONS

Based on our knowledge of the project, the following tasks are not anticipated and are therefore excluded from the Scope of Services:

- Easement Acquisition Assistance
- Land Plats
- Land Legal Descriptions
- Map residential parcel lines along alignment
- Environmental Permitting (CEQA & NEPA – project presumed to be covered under Davis – Woodland Surface Water Project)
- Detailed Pipeline Corrosion Protection Design
- Preparation of Bid Advertisement Packages
- Hydraulic Modeling (City to verify adequacy of concept pipe sizing, particularly for Well No. 26 dedicated transmission main, using existing hydraulic model)
- Payment of fees including those for permits, submittal, plan check, and inspection
- Design Support during Construction
- Construction Staking, Testing, Inspection and Management
- Shoring Plans
- Encroachment Permits to public properties (i.e. Yuba College)

ASSUMPTIONS

- The City will furnish background aerial mapping and GIS mapping depicting approximate locations of parcel and right-of-way lines and City owned utilities.
- The Soils boring contractor can store coring samples (in metal drums) outside of Well No. 26 for approximately 4 weeks.
- Borings from the Geotechnical Engineering Report prepared for the Spring Lake Development in 2004 by Wallace Kuhl & Associates will be relied upon for soil characterization along CR102 alignment.
- Design of dedicated pipeline from Well 26 to parallel westerly shoulder on CR102 except at the interconnections. Plans will show temporary closure of the shoulder and bike lanes.

ATTACHMENT 1

WOODLAND WATER BLENDING PROJECT



LEGEND / ABBREVIATIONS:

PH: POT HOLE
B#: BOREHOLE

EXHIBIT "B"

SCHEDULE OF SERVICES

[illegible]

EXHIBIT "C"
City of Woodland Wells Nos. 24, 26 Water Blending Project
Fee Proposal Rev 1

Fee Estimate

City of Woodland - Well Nos. 24 & 26 Water Blending Project

2495 Natomas Park Drive, Suite 530, Sacramento, CA 95833



HATCH MOTT MACDONALD															SUBCONSULTANTS							
Task No.	Task Description	Principal-in-Charge	Project Manager	QA-QC/Peer Review	Trenchless Technical Reviewer	Trenchless Project Manager	Project Engineer	Engineer IV	Engineer III	CAD Mgr	CAD Tech	Admin. Assistant	Total HMM Hours	Total HMM Labor/ Other Direct Costs (ODCs)	Field Survey & Base Mapping - L&M	Geotechnical Investigation - Wallace-Kuhl	Potholing - Pacific Utility Construction	Total Subs-Fee & Direct Costs	Mark-up on Subs- 5%	Total Subs	HMM Subtotal	Totals
	Staff Grade / Key Staff	CS	TG				CR															
	2015-2016 Hourly Rates	\$275	\$250	\$180	\$275	\$170	\$165	\$130	\$120	\$108	\$96	\$95	Hours	Cost				Cost	Cost	Cost	Cost	Cost
1.0	Project Management & Coordination																					
1.1	Project Start-up Meeting		4				4						8	\$ 1,660				\$ -	\$ -	\$ -	\$ 1,660	\$ 1,660
1.2	Project Management & Reporting	2	36				36						74	\$ 15,490				\$ -	\$ -	\$ -	\$ 15,490	\$ 15,490
	Task 1 Subtotal	2	40	0	0	0	40	0	0	0	0	0	82									
	Task 1 Cost per Staff	\$ 550	\$ 10,000	\$ -	\$ -	\$ -	\$ 6,600	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 17,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,150	\$ 17,150
2.0	Site Investigation																					
2.1	Supplemental Research								8				8	\$ 960				\$ -	\$ -	\$ -	\$ 960	\$ 960
2.2	Underground Utility Investigation						2		4		8		14	\$ 1,578	\$ 29,000			\$ 29,000	\$ 1,450	\$ 30,450	\$ 1,578	\$ 32,028
2.3	Design Topographic Survey & Mapping						4		4				8	\$ 1,140			\$ 9,750	\$ 9,750	\$ 488	\$ 10,238	\$ 1,140	\$ 11,378
2.4	Geotechnical Investigation						2						2	\$ 330		\$ 17,600		\$ 17,600	\$ 880	\$ 18,480	\$ 330	\$ 18,810
	Task 2 Subtotal	0	0	0	0	0	8	0	16	0	8	0	32					\$ 56,350	\$ 2,818	\$ 59,168	\$ 4,008	\$ 63,176
	Task 2 Cost per Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320	\$ -	\$ 1,920	\$ -	\$ 768	\$ -		\$ 4,008	\$ 29,000	\$ 17,600	\$ 9,750	\$ 56,350	\$ 2,818	\$ 59,168	\$ 4,008	\$ 63,176
3.0	Preliminary Design Memorandum																					
3.1	Prepare Draft Technical Memorandum		4			6	16	32			8		66	\$ 9,588				\$ -	\$ -	\$ -	\$ 9,588	\$ 9,588
3.2	Preliminary Construction Cost Estimate					4	8	8	16				36	\$ 4,960				\$ -	\$ -	\$ -	\$ 4,960	\$ 4,960
3.3	Review Meeting & Finalize TM		4			2	4	8					18	\$ 3,040				\$ -	\$ -	\$ -	\$ 3,040	\$ 3,040
	Task 3 Subtotal	0	8	0	0	12	28	48	16	0	8	0	120									
	Task 3 Cost per Staff	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,040	\$ 4,620	\$ 6,240	\$ 1,920	\$ -	\$ 768	\$ -		\$ 17,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,588	\$ 17,588
4.0	Bid Document Preparation																					
4.1	50% Plans, Specifications & OPCC																					
A	Layout, Plan over Profile Sheets, Details		2			6		24	32	40	40		144	\$ 16,640				\$ -	\$ -	\$ -	\$ 16,640	\$ 16,640
B	Hydrofracture Analysis		2			4		16					22	\$ 3,260				\$ -	\$ -	\$ -	\$ 3,260	\$ 3,260
D	Specifications					8	16	16	8			16	64	\$ 8,560				\$ -	\$ -	\$ -	\$ 8,560	\$ 8,560
C	Construction Cost Estimate Update						4						4	\$ 660				\$ -	\$ -	\$ -	\$ 660	\$ 660
E	Peer Review & QA/QC Review			8	4								12	\$ 2,540				\$ -	\$ -	\$ -	\$ 2,540	\$ 2,540
F	Submittal & City Review Meeting		4				8						12	\$ 2,320				\$ -	\$ -	\$ -	\$ 2,320	\$ 2,320
H	Outside Agencies Coordination						8						8	\$ 1,320				\$ -	\$ -	\$ -	\$ 1,320	\$ 1,320
	SubTask 4.1 MH Subtotal	0	8	8	4	18	36	56	40	40	40	16	266					\$ -	\$ -	\$ -	\$ 35,300	\$ 35,300
	SubTask 4.1 Cost per Staff	\$ -	\$ 2,000	\$ 1,440	\$ 1,100	\$ 3,060	\$ 5,940	\$ 7,280	\$ 4,800	\$ 4,320	\$ 3,840	\$ 1,520		\$ 35,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,300	\$ 35,300
4.2	90% Plans, Specifications & OPCC																					
A	Review & Address Client Comments on 50% Bid Documents					4	8						12	\$ 2,000				\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
B	Update Pipeline Plans		2				8	8	16	32	36		102	\$ 11,692				\$ -	\$ -	\$ -	\$ 11,692	\$ 11,692
C	Update Specifications		2			4	16	8	8			16	54	\$ 7,340				\$ -	\$ -	\$ -	\$ 7,340	\$ 7,340
D	Construction Cost Estimate					2		8	20				30	\$ 3,780				\$ -	\$ -	\$ -	\$ 3,780	\$ 3,780
E	Final Geotechnical Design Memorandum (GDM)					4			12				16	\$ 2,240				\$ -	\$ -	\$ -	\$ 2,240	\$ 2,240
F	Peer Review & QA/QC Review			4	4								8	\$ 1,820				\$ -	\$ -	\$ -	\$ 1,820	\$ 1,820
G	Submittal & Review Meeting		4				4						8	\$ 1,660				\$ -	\$ -	\$ -	\$ 1,660	\$ 1,660
	SubTask 4.2 Subtotal	0	8	4	4	14	36	36	44	32	36	16	230					\$ -	\$ -	\$ -	\$ 30,532	\$ 30,532
	SubTask 4.2 Cost per Staff	\$ -	\$ 2,000	\$ 720	\$ 1,100	\$ 2,380	\$ 5,940	\$ 4,680	\$ 5,280	\$ 3,456	\$ 3,456	\$ 1,520		\$ 30,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,532	\$ 30,532
4.3	100% Plans Specifications and CCE																					
A	Finalize Construction Drawings, Specifications, & OPCC				2	4	16	16	8	16	30	12	104	\$ 12,658				\$ -	\$ -	\$ -	\$ 12,658	\$ 12,658
B	QA/QC Review		4		2								6	\$ 1,550				\$ -	\$ -	\$ -	\$ 1,550	\$ 1,550
C	Final Submittal for Bidding												10	\$ 956				\$ -	\$ -	\$ -	\$ 956	\$ 956
	SubTask 4.3 Subtotal	0	4	0	4	4	16	16	8	16	36	16	120					\$ -	\$ -	\$ -	\$ 15,164	\$ 15,164
	SubTask 4.3 Cost per Staff	\$ -	\$ 1,000	\$ -	\$ 1,100	\$ 680	\$ 2,640	\$ 2,080	\$ 960	\$ 1,728	\$ 3,456	\$ 1,520		\$ 15,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,164	\$ 15,164
	Task 4 Subtotal	0	20	12	12	36	88	108	92	88	112	48	616									
	Task 4 Cost per Staff	\$ -	\$ 5,000	\$ 2,160	\$ 3,300	\$ 6,120	\$ 14,520	\$ 14,040	\$ 11,040	\$ 9,504	\$ 10,752	\$ 4,560		\$ 80,996	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,996	\$ 80,996
5 - Bid Period Assistance																						
5.1	RFI and Contract Addenda Assistance		4			4	8	4					20	\$ 3,520				\$ -	\$ -	\$ -	\$ 3,520	\$ 3,520
5.2	Preparation of Conformed Contract Documents						4	6	16		16		42	\$ 4,896				\$ -	\$ -	\$ -	\$ 4,896	\$ 4,896
	SubTask 5 Subtotal	0	4	0	0	4	12	10	16	0	16	0	62					\$ -	\$ -	\$ -	\$ 8,416	\$ 8,416
	Sub Task 5 Cost per Staff	\$ -	\$ 1,000	\$ -	\$ -	\$ 680	\$ 1,980	\$ 1,300	\$ 1,920	\$ -	\$ 1,536	\$ -		\$ 8,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,416	\$ 8,416
	MANHOUR TOTAL	2	72	12	12	52	176	166	140	88	144	48	912									
	LABOR COST TOTAL	\$ 550	\$ 18,000	\$ 2,160	\$ 3,300	\$ 8,840	\$ 29,040	\$ 21,580	\$ 16,800	\$ 9,504	\$ 13,824	\$ 4,560		\$ 128,158	\$ 29,000	\$ 17,600	\$ 9,750	\$ 56,350	\$ 2,818	\$ 59,168	\$ 128,158	\$ 187,326
	Other Direct Costs (ODCs)/Reimbursables																					
	Mileage (12 trips x 40 miles x .57)													\$ 275				\$ -	\$ -	\$ -	\$ 275	\$ 275
	Travel and Lodging (1 trip @ \$500)													\$ 500				\$ -	\$ -	\$ -	\$ 500	\$ 500
	Reproduction & Shipping													\$ 1,500				\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
	TOTAL PROPOSED FEE													\$ 130,433						\$ 59,168	\$ 130,433	\$ 189,601

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AGREEMENT WITH HMM ENGINEERS. FOR ENGINEERING
CONSULTING SERVICES**

WHEREAS, the City of Woodland wishes to enter into an engineering consulting services agreement with Hatch Mott McDonald. (HMM) for the Wells #24 and #26 Water Main Design, CIP 16-09 (“Agreement”); and

WHEREAS, HMM was selected through a competitive process; and

WHEREAS, HMM is experienced in the design and construction of water mains and

WHEREAS, HMM will complete the design including: project management, preliminary design report, water main design, and , assistance with regulatory compliance, project plans and specifications, and bidding assistance.

WHEREAS, the City Council wishes to reallocate funds from CIP 11-14 to CIP 16-09 in the amount of \$250,000 through the adoption of this Resolution.

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 and the reallocation of funds from CIP 11-14 to CIP 16-09. The Mayor is hereby authorized and directed to execute the Agreement, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

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

PASSED AND ADOPTED this 1st day of September 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

Legislation Text

5.

File #: 16-093, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** Final Acceptance and Notice of Completion for Douglas Junior High Sewer Realignment Project, CIP 15-14

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting the Douglas Junior High Sewer Realignment Project CIP 15-14 construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact

Ed Wisniewski, Associate Civil Engineer - (530) 661-5975; ed.wisniewski@cityofwoodland.org

Fiscal Impact

The project was authorized in the FY2014/15 Capital Budget with a total budget of \$190,000 of Water Enterprise Funding. Of the total project budget, \$140,295 was construction and the remainder was the cost of design, construction management, inspection and leftover funding.

There is no impact to the City's General Fund.

Background

Segments of the sewer line at Douglas Junior High School were constructed in 1939 and 1917. At the time of construction, easements were not acquired for the sewer pipes and subsequently, structures were constructed over the pipe. The pipeline was damaged due to age and loading from the structures, causing failure of the pipe and potential for loss of sewer service.

The project was successfully completed, realigning the sewer pipe to a new sewer easement within the School District's maintenance road.

The project cost breakdown is as follows:

Design/Project Management	\$2,000
Construction	\$134,905
Change Orders	\$5,390
Total Construction	\$140,295
Construction Management/Inspection	\$2,000
Total Project Costs	\$144,295

Total Project Budget	\$190,000

Conclusion

Staff recommends that the City Council approve Resolution No. _____, accepting the Douglas Junior High Sewer Realignment Project CIP 15-14 construction contract as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Sara Andreotti, Engineering Tech

Reviewed by: 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 TO ACCEPT
THE DOUGLAS JUNIOR HIGH SEWER REALIGNMENT PROJECT (CIP 15-14)
CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO
FILE A NOTICE OF COMPLETION.**

WHEREAS, The Douglas Junior High Sewer Realignment Project (CIP 15-14) is fully funded in the Capital Budget for \$190,000.00; 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, the City Council on, June 16, 2015; authorized the City Manager to award and execute a construction contract with R&R Horn, Inc.; and

WHEREAS, the construction of the Project began in July 10, 2015 and was completed in August 7, 2015.

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

Section 1. The City Council hereby accepts the Douglas Junior High Sewer Realignment Project, CIP 15-14 Projects as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Douglas Junior High Sewer Realignment Project, CIP 15-14.

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

6.

File #: 16-080, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Budget Appropriation Approval for Legal Services Required for the Review and Processing of an Application Submitted to the Manufactured Home Fair Practices Commission****Recommendation for Action:** Staff recommends that the City Council:

1) Approve an appropriation of \$10,000 for required legal services to review and process the net operating income application submitted to the City's Manufactured Home Fair Practices Commission by the owner of the Royal Palm Mobile Home Park; and

2) Approve a transfer of \$4,351.41 from the City's Housing Trust Fund to the General Fund for this purpose, and authorize staff to amend the budget as necessary.

Staff Contact

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

Fiscal Impact

The City will incur a General Fund expense of \$5,648.59 which represents the net balance of revenue collected after offsetting costs incurred for legal services provided to the City's Manufactured Fair Home Practices Commission (MHFPC) during the period of Fiscal Year 2009/10 through Fiscal Year 2014/15. The remaining amount of the requested appropriation, \$4,351.41, will be funded through the City's Housing Trust Fund.

Background

The Law Offices of Andrew P. Pugno have provided legal services for the City's Manufactured Home Fair Practices Commission for approximately ten years. This year the owner of the Royal Palm Mobile Home Park filed a net operating application (NOI) with the MHFPC. Because the review and processing of an NOI is outside of the normal scope of MHFPC legal counsel's duties and not covered in the annual legal services agreement, the City prepared a separate agreement to cover the work required for the review and processing of the NOI application.

Discussion

The NOI application was not anticipated during the Fiscal Year 2014-15 budget process and was not filed until February of this year.

Conclusion

Staff recommends that the City Council approve an appropriation of \$10,000 for required legal services to review and process the net operating income application submitted to the City's Manufactured Home Fair Practices Commission by the owner of the Royal Palm Mobile Home Park. Staff requests that Council approve a transfer of \$4,351.41 from the City's Housing Trust Fund to the General Fund for this purpose, and authorize staff to amend the budget as necessary.

Public Contact

Posting of the City Council agenda.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director



Paul Navazio, City Manager

Legislation Text

7.

File #: 16-097, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Treasurer's Investment Report Quarter Ending June 30, 2015**

Recommendation for Action: Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2015.

Staff Contact

Adam Devlin, Senior Accountant, adam.devlin@cityofwoodland.org

Fiscal Impact

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

Background

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

In determining placements of investments, safety is the number one priority which is followed by liquidity and finally yield on investments.

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

Discussion

Over the past several months staff has been working with the investment firm of Cantor Fitzgerald L.P. to develop an investment strategy with the objective to increase yield and generate additional investment earnings while, at the same time, ensure that the portfolio's primary goal of providing safety and liquidity is preserved. This work effort has included an analysis of the City's historical cash flow and liquidity requirements. This analysis reviewed the last three years of monthly cash inflow and outflows to determine an appropriate level of cash to retain in the easily accessible LAIF accounts, and the amount of cash available for investment in various forms approved in the Investment Policy. Beginning in April, staff began purchasing investments in accordance with the investment plan. The implementation of this strategy is reflected in the current and attached quarterly reports.

These reports are new and different from those previously presented to Council. Although previous reports contained all required information, the updated reports contain additional information about each security purchased by the City, as well as comparison to our investment plan goal and to the current (June 30, 2015) market values. As of June 30, 2015 the City treasury consisted of investments with a total book value of \$66,370,588. The largest portion of the City's portfolio continues to be invested in pooled investment funds (LAIF), but with the diversification efforts undertaken during the last several months, the portfolio now includes federal agencies and corporate securities that help to increase portfolio returns while maintaining compliance with the City's adopted Investment Policy.

The City Investment Policy has established a benchmark equal to the 90-day U.S. Treasury bill which for the quarter ending June 2015 was 0.01%. The yield on the Local Agency Investment Fund (LAIF) balances for the quarter ending June 2015 was 0.30%. The average yield on the City of Woodland's investments as of June 30, 2015 was 1.59%. As a result, the City has therefore met its goal of obtaining a rate of return greater than the established U.S. Treasury benchmark.

The investment analysis will refer to "Market Value" of investments; this is a constantly changing amount that is based on the current value of the investment, whereas "Book Value" is what we paid for the security. If there is a difference between the two, there will either be a calculated gain or loss. It should be noted that the City intends to hold securities until maturity and that calculated gains or losses within a quarter are not necessarily an issue.

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

Conclusion

Staff recommends that City Council accept the quarterly Treasurer's Investment Report for the quarter ended June 30, 2015.

Prepared by: Adam Devlin
Senior Accountant

Reviewed by: Kimberly McKinney
Finance Officer/Treasurer



Paul Navazio, City Manager

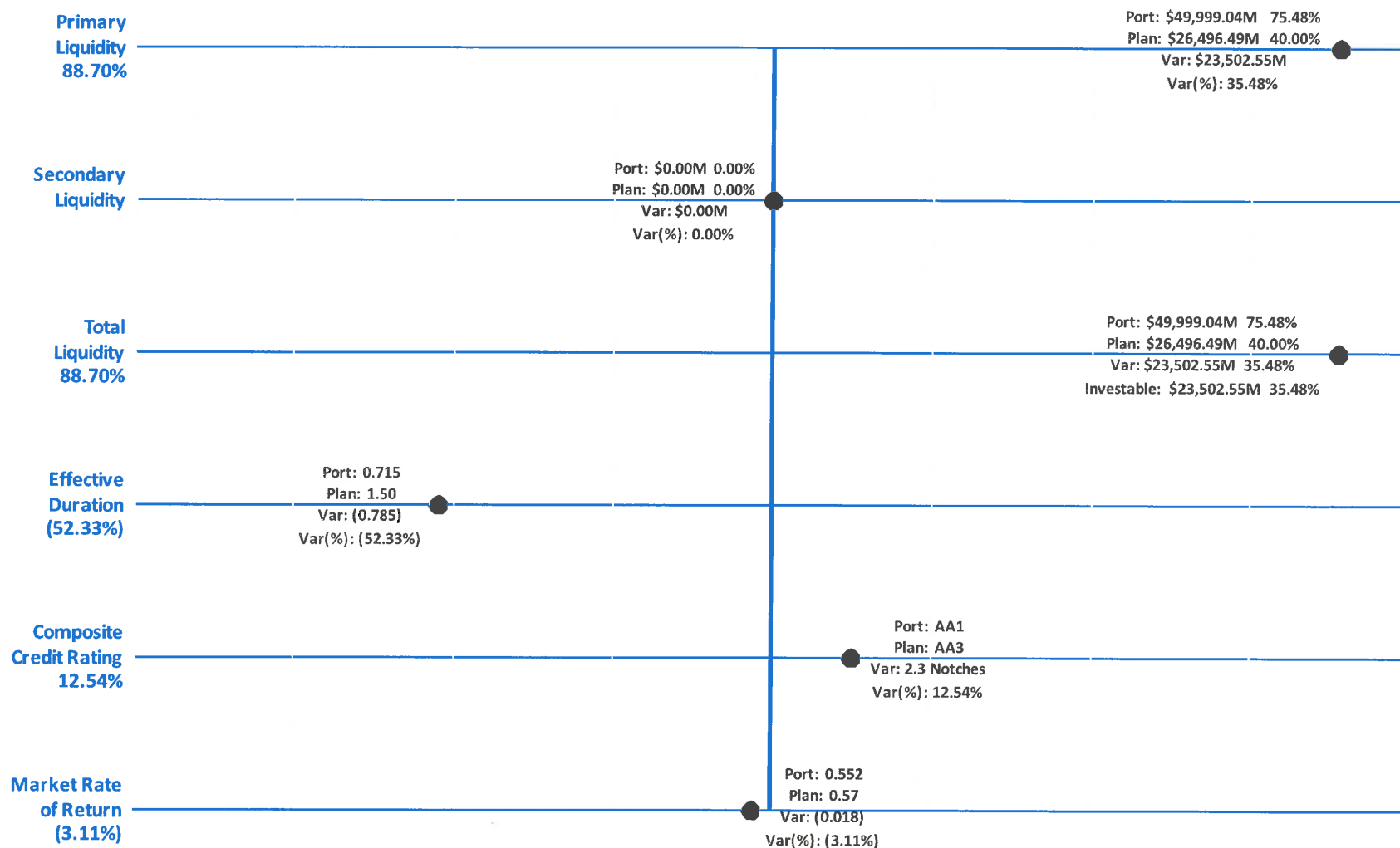
Attachment

Investment Plan Executive Summary: Woodland-20150630 (06/30/15 Data)

CASH: 75.48% | Tsy:0.00% | AgyBlt:0.00% | AgyStep:9.50% | AgyClbl:8.96% | Corp:6.06%

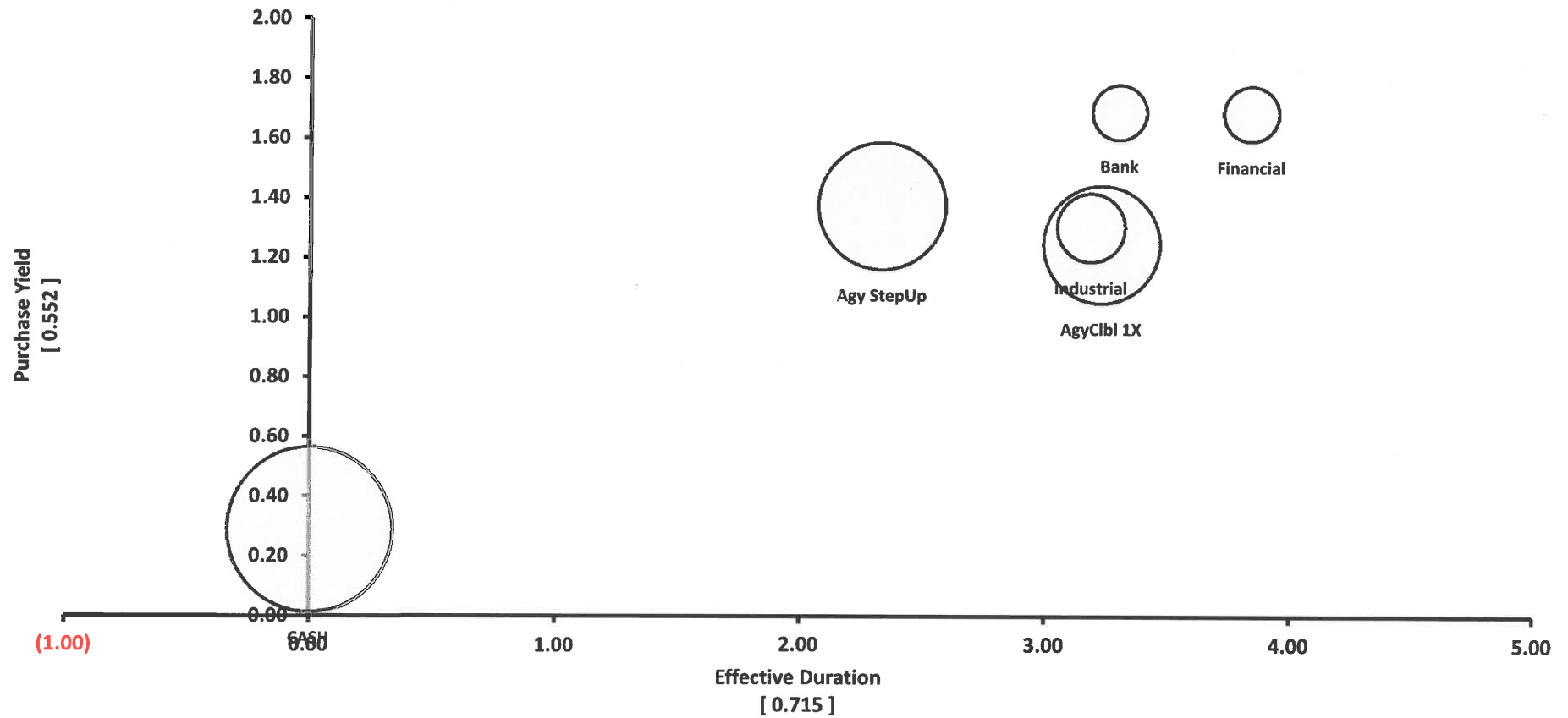
Par Amount (\$000): \$66,308.04 | Mkt Vlu (\$000): \$66,241.23 | Gain/Loss (\$000) Using Amort Cost: (\$150.00)

Years To Maturity: 1.00 | Modified Duration: 0.97 | Effective Duration: 0.72 | Effective Convexity: (0.43)



The analysis is provided for informational purposes and the accuracy is not guaranteed. Market prices are indications only and subject to change. Market values include accrued interest.

Woodland-20150630 (Using 06/30/15 Portfolio Data)
 Effective Duration versus Purchase Yield Where Bubble Size is MktWgtd Purchase Yield [0.552]
 Par Amount (\$000): 66,308.04 | Effective Duration: 0.72 | OAS: 26.52



The analysis is provided for informational purposes and the accuracy is not guaranteed. Market prices are indications only and subject to change. Market values include accrued interest.

Called-Matured Forecast Heat Matrix

Portfolio: **Woodland-
20150630**

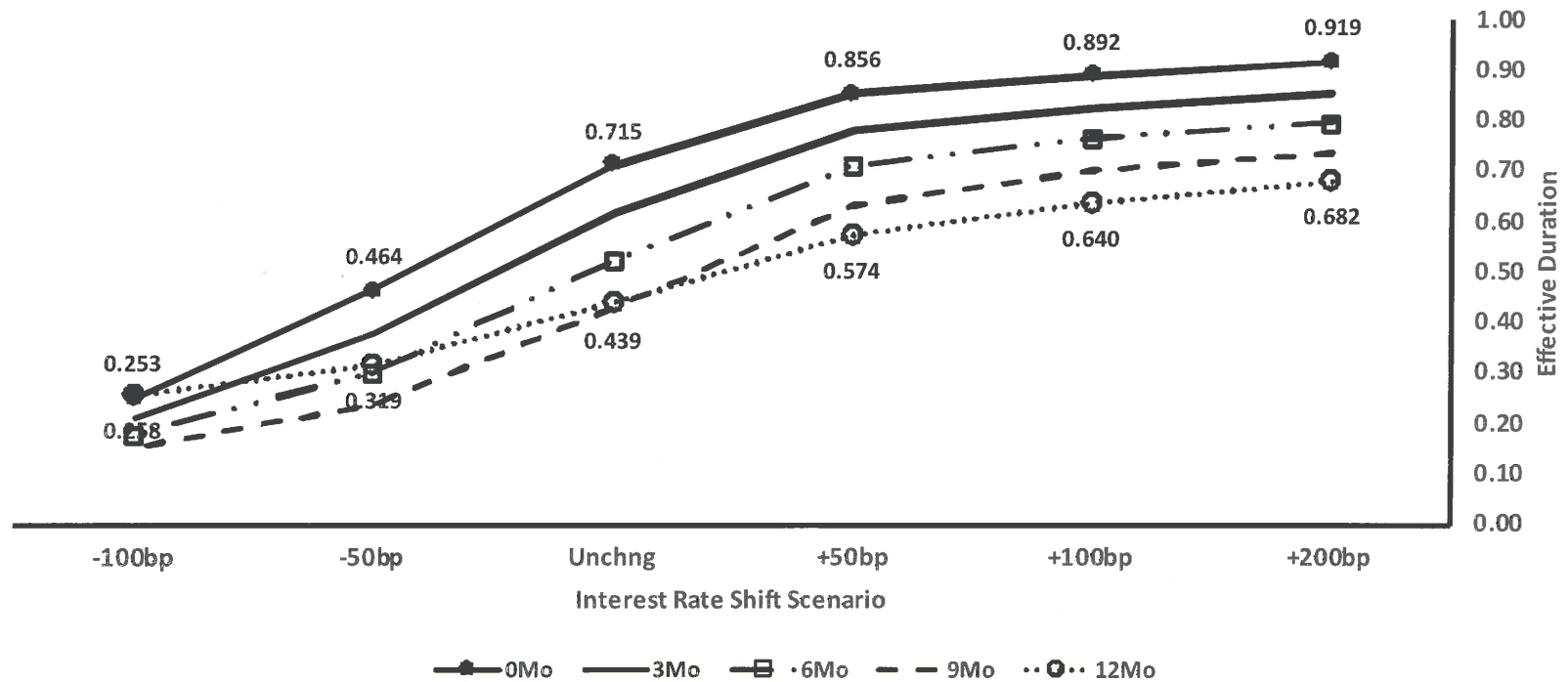
Forecasted Calls Par Amounts (\$000)				
	3Mo	6Mo	9Mo	12Mo
+200bp	0.00	0.00	0.00	0.00
+100bp	0.00	0.00	0.00	0.00
+50bp	0.00	0.00	0.00	0.00
Unchnng	0.00	0.00	4,309.00	10,309.00
-50bp	4,000.00	6,309.00	6,309.00	10,309.00
-100bp	4,000.00	6,309.00	6,309.00	10,309.00

Forecasted Maturities Par Amounts (\$000)				
	3Mo	6Mo	9Mo	12Mo
+200bp	0.00	0.00	0.00	0.00
+100bp	0.00	0.00	0.00	0.00
+50bp	0.00	0.00	0.00	0.00
Unchnng	0.00	0.00	0.00	0.00
-50bp	0.00	0.00	0.00	0.00
-100bp	0.00	0.00	0.00	0.00

Forecasted Calls+Maturities Par Amounts (\$000)				
	3Mo	6Mo	9Mo	12Mo
+200bp	0.00	0.00	0.00	0.00
+100bp	0.00	0.00	0.00	0.00
+50bp	0.00	0.00	0.00	0.00
Unchnng	0.00	0.00	4,309.00	10,309.00
-50bp	4,000.00	6,309.00	6,309.00	10,309.00
-100bp	4,000.00	6,309.00	6,309.00	10,309.00

The analysis is provided for informational purposes and the accuracy is not guaranteed. Market prices are indications only and subject to change. Market values include accrued interest.

Woodland-20150630 Portfolio Duration Drift Analysis



Portfolio: [Woodland-20150630](#)

Portfolio Duration Drift Analysis					
	0Mo	3Mo	6Mo	9Mo	12Mo
+200bp	0.92	0.86	0.80	0.74	0.68
+100bp	0.89	0.83	0.77	0.70	0.64
+50bp	0.86	0.78	0.71	0.64	0.57
Unchn	0.72	0.62	0.53	0.43	0.44
-50bp	0.46	0.38	0.30	0.24	0.32
-100bp	0.25	0.21	0.18	0.15	0.26

The analysis is provided for informational purposes and the accuracy is not guaranteed. Market prices are indications only and subject to change. Market values include accrued interest.

Woodland-20150630 Holdings X-Ray Analysis (Using 06/30/15 Portfolio Data)

Portfolio: Woodland-20150630
Minimum YrsToMat:
Maximum YrsToMat:
Ticker Filter:
Structure Filter: All
Composite Rating Filter:
Minimum Effective Duration:
Maximum Effective Duration:
Forecasted Matured/Called Bonds: No Forecast Filter

Treasury Curve	06/30/15	Tsy CMT Yield	1 Day Yld/Chng	5 Day Chng(bp)	1 Mo Chng(bp)	Slope(bp)	Sprd to 3Mo(bp)
	3Mo CMT	0.010	(1.000)	0.000	0.000	0.00	0.00
	6Mo CMT	0.110	0.000	4.000	5.000	10.00	10.00
	1Yr CMT	0.280	1.000	(1.000)	2.000	17.00	27.00
	2Yr CMT	0.640	0.000	(4.000)	3.000	36.00	63.00
	3Yr CMT	1.010	1.000	(5.000)	7.000	37.00	100.00
	5Yr CMT	1.630	1.000	(7.000)	14.000	62.00	162.00
	10Yr CMT	2.350	2.000	(5.000)	23.000	72.00	234.00
	30Yr CMT	3.110	2.000	(5.000)	23.000	76.00	310.00

Bond #	Bond Description	Purchase Price [100.068]	Purchase Date	Bid Price [99.84]	Yield To Convention [0.625]	Ratings Info	Step Schedule	Effective Duration [0.715]	Purchase Yield [0.552]
1	49.999MM CASHLAIF: CASH	100.00		100.00	0.29			0.00	0.290
2	0.500MM 40428HPH: HSBC1.625 01/16/18	100.639	05/14/15	99.771	1.717	A2 A AA-		2.477	1.380
3	0.500MM 037833AJ: AAPL1.00 05/03/18 (2.84Yr IND-AA1)	99.592	05/14/15	98.953	1.377	Aa1 AA+		2.799	1.140
4	2.000MM 3136G2HV: FNMA1.10 05/25/18 (2.9YrsNc10.83Mos-1x)	100.00	05/25/15	99.40	1.311	Aaa AA+ AAA		2.44	1.100
5	0.500MM 166764AE: CVX1.718 06/24/18 (2.98Yr IND-AA1)	100.764	06/26/15	100.506	1.539	Aa1 AA		2.898	1.449
6	2.000MM 3130A52E: FHLB1.15 10/29/18 (3.33YrsNc9.97Mos-1x)	100.00	04/29/15	99.144	1.414	Aaa AA+		2.808	1.150
7	0.500MM 191216BF: KO1.65 11/01/18 (3.34Yr IND-AA3)	102.072	04/21/15	100.472	1.504	Aa3 AA A+		3.252	1.050
8	0.500MM 46625HJR: JPM2.35 01/28/19 (3.58Yr FIN-A2)	102.095	04/27/15	100.344	2.249	A3 A A+		3.408	1.770
9	0.500MM 25468PDA: DIS1.85 05/30/19 (3.92Yr IND-A2)	101.087	03/26/15	99.775	1.91	A2 A A		3.785	1.580
10	0.500MM 90331HML: USB2.125 10/28/19	100.507	06/26/15	100.044	2.114	A1 AA- AA-		4.121	2.000
11	0.500MM 36962G6P: GE2.10 12/11/19 (4.45Yr FIN-AA2)	102.257	03/26/15	99.969	2.107	Aa3 AA+		4.264	1.600
12	2.000MM 3134G6PK: FHLMC1.50 04/15/20 (4.79YrsNc0.5Mo-DqSu)	100.00	04/15/15	99.531	1.761	Aaa AA+ AAA	4/15/2017 1.5 4/15/2018 1.75 10/15/2018 2 4/15/2019 2.5 10/15/2019 3 4/15/2020 4.5	2.155	1.500
13	2.000MM 3130A4S4: FHLB1.40 04/20/20 (4.81YrsNc0.67Mo-DqSu)	100.00	04/20/15	99.432	1.643	Aaa AA+	4/20/2017 1.4 4/20/2018 1.5 10/20/2018 2 4/20/2019 3 10/20/2019 4 4/20/2020 5	2.295	1.400
14	2.000MM 3136G2GR: FNMA1.50 04/28/20 (4.83YrsNc1.83Yrs-1x)	100.00	04/28/15	97.797	1.981	Aaa AA+ AAA		4.449	1.500
15	2.309MM 3134G6K6: FHLMC1.25 05/27/20 (4.91YrsNc4.9Mos-DqSu)	100.00	05/27/15	99.47	1.533	Aaa AA+ AAA	5/27/2017 1.25 5/27/2018 2.25 5/27/2020 3	2.514	1.250

The analysis is provided for informational purposes and the accuracy is not guaranteed. Market prices are indications only and subject to change. Market values include accrued interest.

**CITY OF WOODLAND
INVESTMENT REPORT**

June-15

SUMMARY OF INVESTMENTS

TYPE OF INVESTMENT	AMOUNT	TOTAL
Local Agency Investment Fund (LAIF)	49,999,041.73	75.3%
Federal National Mortgage Association	4,000,000.00	6.0%
Federal Home Loan Bank	4,000,000.00	6.0%
Federal Home Loan Mortgage Corp	4,309,000.00	6.5%
Corporate Securities	4,062,546.20	6.1%
TOTAL	66,370,587.93	100.0%

	<i>Maturity Date</i>	<i>Interest</i>	<i>Call Date</i>	<i>PAR Amount</i>	<i>Purchase Price</i>	<i>Current Market Value</i>	<i>Security ID</i>
Federal National Mortgage Association	5/25/2018	1.10	5/26/2016	2,000,000	2,000,000	2,000,042	3136G2HV2
Federal Home Loan Bank	10/29/2018	1.15	4/29/2016	2,000,000	2,000,000	1,990,942	3130A52E8
Federal Home Loan Mortgage Corp	4/15/2020	1.50	7/15/2015	2,000,000	2,000,000	1,991,088	3134G6PK3
Federal Home Loan Bank	4/20/2020	1.40	7/20/2015	2,000,000	2,000,000	1,996,166	3130A4S45
Federal National Mortgage Association	4/28/2020	1.50	4/28/2017	2,000,000	2,000,000	1,980,676	3136G2GR2
Federal Home Loan Mortgage Corp	5/27/2020	1.25	11/27/2015	2,309,000	2,309,000	2,307,596	3134G6K69

Total Agency Investments

12,309,000	12,309,000	12,266,510
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HSBC USA Inc	1/16/2018	1.63	N/a	500,000	505,863	499,043	40428HPH9
Apple Inc	5/3/2018	1.00	N/a	500,000	498,114	494,907	037833AJ9
Chevron	6/24/2018	1.72	N/a	500,000	503,870	502,975	166764AE0
Coca-Cola Co	11/1/2018	1.65	N/a	500,000	514,256	503,362	191216BF6
JP Morgan Chase & Co	1/28/2019	2.35	N/a	500,000	513,383	501,932	46625HJR2
Walt Disney Company	5/30/2019	1.85	N/a	500,000	508,436	500,059	25468PDA1
US Bank Cincinnati	10/28/2019	2.13	N/a	500,000	504,247	500,570	90331HML4
General Electric Cap Corp	12/11/2019	2.10	N/a	500,000	514,377	503,352	36962G6P4

Total Corporate Investments

4,000,000	4,062,546	4,006,197
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Total of LAIF Funds & Investments Detail

66,370,588

Check Total (Should be zero)

-

CITY OF WOODLAND
INVESTMENT REPORT

CASH ACCOUNTS as of 06/30/15

Bank Accounts with U.S. Bank	\$7,627,158.22
Petty Cash	\$3,290.00
Cash with Fiscal Agent	\$7,487,907.96

INTEREST SUMMARY

Prior Quarters Interest Earned - Investments	\$25,000.00
Prior Quarters Interest Earned - LAIF	\$90,090.29
Total Interest Received	<u>\$115,090.29</u>
Interest Received from April 1, 2015 to June 30, 2015	\$70,769.11
Total Fiscal Year-to-Date Interest Received	<u>\$185,859.40</u>

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



Legislation Text

8.

File #: 16-090, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: September 1, 2015

SUBJECT: Transportation Development Act Claim

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act claim with the Sacramento Area Council of Governments.

Staff Contact

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

Fiscal Impact

If approved, the City will be able to claim \$2,979,016 in transportation funding, including \$2,689,620 in Local Transportation Funds (LTF) and \$289,396 in State Transit Assistance (STA) funds. Of this total revenue, \$1,424,585 will be available for utilization for City street maintenance activities. This is a decrease of approximately \$230,000 of the revenue available for fiscal year 2014/15.

Background

Each year, the City of Woodland receives apportionments of funds under the State Transportation Development Act (TDA) for support of public transportation services. One allocation is the Local Transportation Funding (LTF) which includes deposited revenues from ¼ percent of the sales tax collected on all retail sales in the County. The County-wide LTF is apportioned to the local jurisdictions annually based on population. The second source of funds is an appropriation by the State to a State Transit Assistance (STA) account.

Public transit must be the first priority for use of LTF, but in more rural counties such as ours, any funds remaining after reasonable efforts have been made to meet public transit needs may be used for street and road purposes.

The Sacramento Area Council of Governments (SACOG) administers these funds as our regional transportation planning agency and approves all claims for the use of the money. In order for the City to receive the apportioned dollars, we must file a claim with SACOG, which outlines the intended use of the TDA funds.

Discussion

As mentioned previously, the first priority by law for the use of Woodland's LTF allocations is for transit

needs. These transit requirements are handled by the Yolo County Transportation District (YCTD) who submits its annual budget to the City for payment. Any remaining dollars are available for street maintenance, striping, signs, etc., as detailed in the City's operating budget. The proposed uses of the FY2015/16 LTF funds are listed on the attached spreadsheet.

STA allocations have not historically been a consistent source of funds available to the City. Any allocation of STA was required to be spent only on transit capital needs; no amounts were permitted for administration or street maintenance. Due to the fuel tax swap enacted by the State in March 2010, this restriction has been temporarily lifted, and STA funds are allowed to be used for operations; as such the City will claim STA funds for FY2015/16 based on estimates from the State Controller's Office and SACOG.

YCTD has been diligent in attempting to keep their annual operating costs low, with only minimal increases over the last several years. Their operating budget increased by almost 8% between fiscal year 2014/15 and 2015/16, while available LTF revenues decreased in the same year, causing an overall decrease in available funding for the City of approximately 12%. As transit service increase in cost, the amount of funding remaining and available for the City's street maintenance program will decrease over time. The long term plan for transportation funding takes into account this projected reduction in available funding and relies on Measure E allocations in the future years.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the filing of the annual Transportation Development Act claim with the Sacramento Area Council of Governments.

Prepared by: Kim McKinney, Finance Officer



Paul Navazio, City Manager

Attachments: Proposed uses of TDA Funds
Resolution

Proposed Use of Transportation Development Act Funds
Fiscal Year 2015/16

	<u>LTF</u>	<u>STA</u>	<u>Total</u>
Current Year Apportionment	2,689,620	289,396	2,979,016
Less: SACOG Administration	<u>(80,689)</u>	<u>-</u>	<u>(80,689)</u>
Net Available for City Use	2,608,931	289,396	2,898,327
PROPOSED USAGE:			
Yolobus Services - Operating	847,252	289,396	1,136,648
YCTD Paratransit Service	314,556	-	314,556
Transportation Overhead	12,538	-	12,538
Community Care Car	10,000	-	10,000
Street Maintenance	<u>1,424,585</u>	<u>-</u>	<u>1,424,585</u>
Total	2,608,931	289,396	2,898,327

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, AUTHORIZING FILING THE ANNUAL TRANSPORTATION DEVELOPMENT ACT CLAIM WITH THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS.

FISCAL YEAR 2015/2016

BE IT RESOLVED by the Council of the City of Woodland that in accordance with Chapter 1400, Statutes 197; Chapter 161 and 1002; Statutes 1979; and applicable rules and regulations, the City of Woodland is entitled to file a claim for Transportation Development Act apportionment.

THEREFORE, BE IT RESOLVED that the Finance Officer of the City of Woodland is hereby authorized to file with the Sacramento Area Council of Governments the 2015/16 claim in the amount of \$2,689,620 from Local Transportation Funds and \$289,396 in State Transit Assistance funds.

PASSED AND ADOPTED by the City Council this 1st day of September, 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

9.

File #: 16-086, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Appointment to Woodland Recreation Foundation**

Recommendation for Action: Staff recommends that the City Council consider and appoint a member of the public to the Woodland Recreation Foundation.

Staff Contact

Christine Engel, Community Services Director - 530-661-2000, christine.engel@cityofwoodland.org

Background

The Woodland Recreation Foundation (WRF) is a non-profit 501(c)(3) corporation that was established by the City in 2000 to assist, augment, and supplement the Woodland Parks, Recreation, and Community Services Department in providing recreation and human services to the public. On July 7, 2015 the City Council adopted a resolution approving the rights of the City related to WRF as set forth in the recently revised WRF bylaws.

Discussion

The WRF bylaws include the right of the City to appoint two members to the Foundation as board members (directors). Council Member Hilliard was appointed to the WRF by the City Council at the July 7, 2015 City Council meeting. At this meeting, council requested that the appointment of another member (the council's allotted second director) to the WRF be considered at a future meeting.

Council is asked, at this time, to consider and appoint Marlin "Skip" Davies to the Foundation for a three (3) year term.

Recommendation for Action: Staff recommends that the City Council consider and appoint a member of the public to the Woodland Recreation Foundation.

Prepared by: Christine Engel
Community Services Director



Paul Navazio, City Manager

Legislation Text

10.

File #: 16-095, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** Award construction contract for WPCF 2015 Phase III Improvement Project-Pond System Enhancements, CIP 10-11**Recommendation for Action:** Staff recommends that the City Council:

1. Adopt Resolution No. _____, approving a construction contract in the amount of \$2,015,572, which includes the base bid plus additive alternate A2, to Teichert Construction for CIP 10-11, Water Pollution Control Facility (WPCF) 2015 Phase III Improvement Project-Pond System Enhancements, and authorize a contract contingency of up to 8% (\$161,246); and
2. Approve appropriation of an additional \$550,000 for FY15/16 from Fund 220, Sewer Enterprise Fund; and
3. Approve Contract Amendment #1 with Nexgen Utility Management, Inc. to add construction services in an amount not to exceed \$18,200.

Staff Contact

Ed Wisniewski, Associate Civil Engineer, 530-661-5975, ed.wisniewski@cityofwoodland.org

Fiscal Impact

The Water Pollution Control Facility (WPCF) 2015 Phase III Improvement Project-Pond System Enhancements (CIP 10-11) was authorized to bid on June 16, 2015 with an engineer's construction cost estimate of \$1,700,000. With the revised bid cost, the proposed contract award, construction contingency, consultant construction services costs, and staff time result in a total project cost of approximately \$2,200,000.

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).

The Treatment Plant Exp-Biosolids Project (CIP 10-11) was appropriated an additional \$809,000 in the FY 2015/16 budget and currently has \$1,666,736 of funding available for FY2015/16. The staff recommendation advances an additional \$550,000 from FY 2016/17 to FY 2015/16 through budget appropriation in order to cover the total project cost and meet the requirements of the WPCF's NPDES permit of lining the stabilization ponds by the end of November 2015.

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 WPCF, including: the aeration improvement project (under construction), replacement of the mechanical bar screens (under construction), and this pond system enhancements project.

The pond systems enhancement project involves the construction of a soil/cement liner for ponds 9 and 10, piping modifications between existing ponds, and the Vaccon debris drying bed.

These improvements are required under the WPCF's newly renewed NPDES permit, work to prevent leaching to groundwater, and reduce maintenance costs.

Discussion

The City advertised for bids on July 7, 2015. On August 20, 2015, the City received 8 bids for CIP 10-11 in the amounts tabulated below:

	CONTRACTOR	BASE BID	BID ALT. A2	BID ALT. A3
1	Teichert Construction	\$1,980,976.00	\$34,596.00	\$188,703.00
2	T&S Construction	\$2,002,927.00	\$62,601.00	\$60,275.00
3	Westcon Construction	\$2,129,912.00	\$29,700.00	\$45,300.00
4	Steve P. Rados	\$2,216,010.00	\$27,400.00	\$38,700.00
5	Preston Pipelines	\$2,275,645.00	\$36,230.00	\$41,770.00
6	C. Overaa	\$2,406,000.00	\$46,600.00	\$48,800.00
7	North Star Construction	\$2,482,760.00	\$34,400.00	\$37,300.00
8	Western Water Constructors	\$2,482,996.84	\$39,200.00	\$41,800.00

The engineer's estimate for the project construction is \$1,727,825. An explanation for the higher bids includes higher than anticipated costs for materials such as pipe and precast control structures and a tight construction window. Staff has performed due diligence in reviewing the bids. Teichert Construction has been determined to be the low-bidder and has complied with all technical submittal requirements.

Recommendation for project awarded is based on price of the base bid alone. Two bid alternates were included in the bid package. Staff recommends including Bid Alternative A2 which will epoxy coat the new precast concrete manholes and gate structures to protect against the corrosive nature of the water distributed between the ponds.

The original Professional Services Agreement in the amount of \$145,930 for Nexgen Utility Management, Inc. to provide professional engineering design and management services for the WPCF 2015 Improvement Project-Pond System Enhancements, CIP 10-11, was approved by City Council on January 20, 2015. Their original contract did not include services during construction. Nexgen's proposal for Contract Amendment #1 in the amount of \$18,200 includes review of requests for information (RFIs) and submittals during construction, and brings their total contract amount to \$164,130.

Conclusion

Staff recommends that the City Council:

1. Adopt Resolution No. _____, approving a construction contract in the amount of \$2,015,572, which includes the base bid plus additive alternate A2, to Teichert Construction for CIP 10-11, Water

- Pollution Control Facility (WPCF) 2015 Phase III Improvement Project-Pond System Enhancements, and authorize a contract contingency of up to 8% (\$161,246); and
2. Approve appropriation of an additional \$550,000 for FY15/16 from Fund 220, Sewer Enterprise Fund; and
 3. Approve Contract Amendment #1 with Nexgen Utility Management, Inc. to add construction services in an amount not to exceed \$18,200.

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 - Contract Amendment #1

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH TEICHERT CONSTRUCTION IN THE AMOUNT OF \$2,015,572 FOR CIP 10-11, WPCF 2015 PHASE III IMPROVEMENT PROJECT-POND SYSTEM ENHANCEMENTS.

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with Teichert Construction for CIP 10-11, Water Pollution Control Facility (WPCF) 2015 Phase III Improvement Project-Pond System Enhancements; and

WHEREAS, the City Council wishes to approve a construction contract contingency of up to 8% (\$161,246); and

WHEREAS, the City Council wishes to approve an advanced appropriation of CIP 10-11 funds from FY16/17 to FY15/16 in the amount of \$550,000 through adoption of this resolution; and

WHEREAS, the City Council wishes to approve Contract Amendment #1 with Nexgen Utility Management, Inc. to add construction services in an amount not to exceed \$18,200; and

WHEREAS, the City Council approved the original Professional Services Agreement with Nexgen Utility Management, Inc. **on January 20, 2015** in the amount of \$145,930; and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on June 16, 2015; and the City of Woodland advertised for bids on July 7, 2015; and

WHEREAS, on August 20, 2015 the City of Woodland received 8 bids, and Teichert Construction was determined to be the lowest responsive bidder with a base bid of \$1,980,976; and

WHEREAS, the City of Woodland wishes to include Additive Alternate A2, which brings the contract amount to \$2,015,572; and

WHEREAS, the City Council wishes to approve a Construction Contract with Teichert Construction, 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 Teichert Construction and approves an eight percent construction contingency in the amount of \$161,246. 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 advanced appropriation of CIP 10-11 funds from FY16/17 to FY15/16 in the amount of \$550,000.

Section 3. The City Council hereby approves Contract Amendment #1 with Nexgen Utility Management, Inc. in a total amount not to exceed \$18,200. Added to the original contract amount of \$145,930, the revised total contract amount is now \$164,130. The City Manager is hereby authorized and directed to execute the contract amendments, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the amendment does not change.

Section 4. Copies of the Construction Contract and Consultant Contract Amendment 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

ARTICLE 1. PARTIES AND DATE

This First Amendment to the Professional Services Agreement (“First Amendment”) dated as of the _____ day of _____, 2015 is entered into by and between the City of Woodland (“City”) and Nexgen Utility Management, Inc., a CORPORATION, (“Consultant”).

ARTICLE 2. RECITALS

2.1 City and Consultant entered into that certain Professional Services Agreement dated February 19, 2015 (“Agreement”), whereby Consultant agreed to provide professional engineering design services necessary for the Phase 3 WPCF Improvement Project, CIP 10-11.

2.2 City and Consultant now desire to amend the Agreement to revise the Scope of Services and include additional compensation in accordance with the Consultant’s proposal dated August 25, 2015 attached hereto. The total compensation for the First Amendment shall not exceed \$18,200.00.

ARTICLE 3. TERMS

3.1 Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

3.2 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

3.3 Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

**First Amendment To Professional Services Agreement Between The City Of Woodland
And Nexgen Utility Management, Inc. CM# 000403**

City Of Woodland

Nexgen Utility Management, Inc.

By: _____
Paul Navazio
City Manager

By: _____
Name:
Title:

ATTEST:

Ana B. Gonzalez, City Clerk

CONSULTANT PROPOSAL FOR ADDITIONAL WORK

**EXHIBIT “A”
SCOPE OF SERVICES
ENGINEERING SERVICES DURING CONSTRUCTION FOR PHASE 3 WPCF IMPROVEMENTS**

NEXGEN recently completed the design of the Phase 3 WPCF Project which involves various upgrades to the WPCF Pond System. The project will be under construction in the fall and early winter of 2015.

NEXGEN will assist the City in project coordination, submittal review, contractor request for information (RFIs), and development of as-built (record) drawings:

Task 1.1- Engineering Services During Construction. We will process and review submitted shop drawings, RFIs, and change orders. We will coordinate our reviews with the city’s Project Manager

Task 1.2- Project Meetings. We will participate in construction progress meetings at the site as required. We have assumed 3 meetings for budgeting purposes.

Task 1.3- Record Drawings. We will receive City, inspector, and contractor redlined markups to produce as-built drawings for the project.

PROJECT BUDGET

The following table provides NEXGEN's level of effort for completing engineering services during construction.

Table 1 - Hourly Breakdown by Task

TASKS	ESTIMATED COSTS						
	ESTIMATED LABOR				LABOR COSTS	DIRECT COSTS (1)	TOTAL COSTS
	Hours						
	Project Manager	Senior Engineer	Associate Engineer	Drafter			
	190	180	160	110	(\$)	(\$)	(\$)
Phase 3 Construction Services							
Task 1.1 Submittal Reviews, RFIs, CCOs	4	28	36		11,560		11,560
Task 1.2 Project Meetings	4	12			2,920		2,920
Task 1.3 Prepare Record Drawings	2	6		16	3,220	500	3,720
GRAND TOTALS	10	46	36	16	\$ 17,700	\$ 500	\$ 18,200

Notes

(1) Other direct costs include outside report reproduction, lab fees, and 10% markup on subconsultants and expenses



Legislation Text

11.

File #: 16-099, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: September 1, 2015

**SUBJECT: PUBLIC HEARING - Spring Lake Specific Plan - Turn of the Century (PLNG15-00036)
General Plan and Specific Plan Amendments and Development Agreement Amendments**

This item will be opened and continued to the September 15, 2015 Council meeting.

Legislation Text

12.

File #: 16-064, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** PUBLIC HEARING - Adopt an Ordinance of the City Council of the City of Woodland, adding Section 25-21-23 to the Woodland Municipal Code regarding solar energy systems**Recommendation for Action:** Staff recommends that the City Council:

- 1) Hold a public hearing; and
- 2) Adopt Ordinance No. _____, adding Section 25-21-23 to the City of Woodland Municipal Code to create expedited, streamlined permitting procedures for small residential rooftop solar systems, as mandated by State Assembly Bill No. 2188 (September 21, 2014) codified in Section 658505.5 of the California Government Code.

Staff Contact

Paul Siegel, Chief Building Official - (530) 661-5819; paul.siegel@cityofwoodland.org

Fiscal Impact

There are no fiscal impacts associated with this action. Costs will be recovered through existing building permit fees. The City of Woodland has offered very low-cost, expedited solar photovoltaic (PV) permits for residential rooftop systems since 2008. The City of Woodland has some of the lowest solar fees in the State.

Background

During the August 18, 2015 meeting the City Council introduced the ordinance described herein. The Council received a report from the Chief Building Official and invited comments from the public.

Discussion

The ordinance codifies the requirements of Section 65850.5, such as accepting applications electrically (currently by email), directing the City's Building Official to develop a checklist of all requirements which small rooftop solar energy systems shall comply with to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications.

The City of Woodland already complies with many aspects of the streamlined permitting process for small

residential rooftop solar energy systems required by this ordinance. Specifically, the City of Woodland currently uses pre-printed conditions for approval for permit issuance, and allows for the use of structural criteria that conforms to the California Solar Permitting Guidebook.

Conclusion

Staff recommends that the City Council:

- 1) Hold a public hearing; and
- 2) Adopt an Ordinance adding Section 25-21-23 to the City of Woodland Municipal Code to create expedited, streamlined permitting procedures for small residential rooftop solar systems, as mandated by State Assembly Bill No. 2188 (September 21, 2014) codified in Section 658505.5 of the California Government Code.

Prepared by: Paul Siegel, Chief Building Official

Reviewed by: Ken Hiatt, Community Development Director



Paul Navazio, City Manager

ATTACHMENT: Attachment A - Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, ADDING SECTION 25-21-23 TO THE WOODLAND
MUNICIPAL CODE REGARDING SOLAR ENERGY SYSTEMS**

WHEREAS, the City Council of the City of Woodland (“City”) seeks to implement AB 2188 (Chapter 521, Statutes 2014) through the creation of an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, the City Council wishes to advance the use of solar energy by all of its residents; and

WHEREAS, the City developed its expedited, streamlined permitting process for small residential rooftop solar energy systems in consultation with the Woodland Fire Department; and

WHEREAS, the City’s permitting process for small residential rooftop solar energy systems substantially conforms with the recommendations for expedited permitting, including the checklists and standard plans, contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor’s Office of Planning and Research; and

WHEREAS, the documents required for an application for expedited permitting of small residential rooftop solar energy systems shall be made available on the City’s public website; and

WHEREAS, it is in the interest of the health, safety and welfare of the residents of the City to provide an expedited permitting process for small rooftop solar energy systems to assure the effective deployment of solar technology, in accordance with the requirements of AB 2188.

NOW, THEREFORE, the City Council of the City of Woodland does ordain as follows:

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

Section 2. Amendment. Section 25-21-23 is hereby added to the Woodland Municipal Code to read in full as follows:

Sec. 25-21-23. – Solar Energy Systems.

(a) Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (1) “Building Official” means the City’s Building Official.
- (2) “Electronic Submittal” means the submission of materials via electronic mail.

(3) “Small residential rooftop solar energy system” means a solar energy system that meets all of the following:

(A) Is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal;

(B) Conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City, and all state and City health and safety standards;

(C) Conforms to all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability;

(D) Is installed on a single or duplex family dwelling; and

(E) The panel or module array does not exceed the maximum legal building height as defined by the City.

(4) “Solar energy system” means a solar energy system as defined in paragraphs (1) and (2) of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

(5) “Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(b) **Applicability and Purpose.** This Section applies to the permitting of all solar energy systems in the City. The purpose of this Section is to codify the review and permitting of solar energy systems in conformance with California Government Code § 65850.5, as it may be amended from time to time.

(c) **Review Process.** A building permit is required for the installation of any solar energy system. A minor conditional use permit may be required in some circumstances, as set forth in subsection (e) below.

(d) **Application Review.** The Zoning Administrator shall review applications for solar energy systems. Review shall be limited to whether the proposed system meets all health and safety requirements of the City, the State, and the Federal Government. The City requirements shall be limited to those standards and regulations necessary to ensure that the solar energy system will not have a specific adverse impact upon the public health or safety. However, if the Zoning Administrator, in consultation with the Building Official, makes a finding based on substantial evidence that the solar energy system could have a specific, adverse impact upon the public health or safety, the City may require the applicant to apply for a minor conditional use permit as provided in subsection (e). The City shall not condition approval of an application on the approval of an association, as defined in Section 4080 of the Civil Code.

(e) Minor Conditional Use Permit.

(1) If a minor conditional use permit is required, the Zoning Administrator may deny an application for the minor conditional use permit if the Zoning Administrator makes written findings, based upon substantial evidence in the record, that the proposed installation would have a specific, adverse impact upon public health or safety; and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decision may be appealed to the Planning Commission as provided in Section 25-27-50.

(2) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

(3) “A feasible method to satisfactorily mitigate or avoid the specific, adverse impact” includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City on another similarly situated application in a prior successful application for a permit. The City shall use its best efforts to ensure that the selected method, condition, or mitigation does not significantly increase the cost of the system or decrease its efficiency or specified performance in excess of the following:

(A) For solar domestic water heating systems or solar swimming pool heating systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000); or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.

(B) For photovoltaic systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed; or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

(f) Small Residential Rooftop Solar System Requirements. A solar energy system that qualifies as a small residential rooftop solar energy system shall be processed in accordance with this subsection.

(1) Approval Required. Applications for small residential rooftop solar energy systems shall require a building permit or minor conditional use permit as set forth in this section subject to the special review and submittal processes set forth in this subsection (f).

(2) Expedited Review Process. The Zoning Administrator shall, prior to September 30, 2015, adopt an administrative, nondiscretionary expedited review process for small residential rooftop solar energy systems, which shall include standard plan(s) and checklist(s). The checklist(s) shall set forth all requirements with which small residential rooftop solar energy systems must comply to be eligible for expedited review. The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the

Governor's Office of Planning and Research; and may be amended as otherwise necessary or advisable.

(3) Applicant Obligations. Prior to submitting an application, the applicant shall:

(A) Verify, to the applicant's reasonable satisfaction, through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and

(B) At the applicant's cost, verify to the applicant's reasonable satisfaction, using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.

(4) Electronic Processing.

(A) All documents required for the submission of an expedited small residential rooftop solar energy system application shall be made available on a publicly accessible City website.

(B) Electronic submittal of the required permit application and documents by electronic means shall be made available to all small residential rooftop solar energy system permit applicants. The City's website shall specify the permitted method of electronic document submission.

(C) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.

(5) Application Review.

(A) An application that City staff determines satisfies the information requirements contained in the City's checklist(s) for expedited small residential rooftop solar system processing, including complete supporting documents, shall be deemed complete.

(B) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.

(C) The Zoning Administrator or designee shall review and process the application pursuant to subsection (d).

(D) Unless the Zoning Administrator determines a minor conditional use permit is warranted, the Building Official shall issue a building permit the same day for over-the-

counter applications or within one to three business days for electronic applications after receipt of a complete application that meets the requirements of the approved checklist, standard plan and this section.

(6) Inspections.

(A) Only one inspection shall be required and performed by the Building Official or designee for small residential rooftop solar energy systems eligible for expedited review.

(B) The inspection shall be done in a timely manner.

(C) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this subsection.

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 with fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED this _____ day of _____, 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

Legislation Text

13.

File #: 16-084, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE:** September 1, 2015**SUBJECT:** PUBLIC HEARING - First reading of proposed ordinance amending Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service to establish incentives and encourage the use of recycled water**Recommendation for Action:** Staff recommends that the City Council:

- (1) Adopt Resolution No. _____, approving the amendments to Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service; and
- (2) Waive the first reading and read by title only an Ordinance of the City Council of the City of Woodland, California Amending Sections 23C-14-3 and 23C-14-19 of Article XIV of Chapter 23C of the Woodland Municipal Code to Establish Incentives and Encourage the Use of Recycled Water.”

Staff Contact

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

Fiscal Impact

There is no fiscal impact related to approval and adoption of the proposed ordinance amendments. The ordinance requires the preparation and adoption of a recycled water master plan. This plan will be developed by staff and funded within the existing FY2015/16 budget.

Background

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 certain industrial processes, landscape irrigation, and agricultural irrigation. A few large industrial and irrigation water customers have expressed interest in recycled water as a means to reduce costs. Utilizing recycled water for certain industrial and irrigation uses matches water quality to the best use of that water and reduces demands on the potable water system.

With the establishment of a new recycled water utility, the intent is to expand the use of recycled water to include a diversified customer base and encourage the use of recycled water in new developments where appropriate. The expansion of recycled water is initially planned for the industrial park and includes undeveloped lands. Staff has drafted an amendment to the recently adopted recycled water ordinance to encourage and incentivize the use of recycled water where it is appropriate.

The \$4.5 million State Revolving Fund (SRF) grant requires that the City either enter into contract with more than 50% of the recycled water users for a term of at least 10 years or that the City adopt an ordinance that

requires the use of recycled water if it is available and feasible. Staff is recommending that the proposed ordinance be adopted in order to secure the SRF loan for the recycled water project as contracts that meet the State requirements have not yet been able to be secured. The ordinance requires that the City prepare a Recycled Water Master Plan that includes a recycled water use area. New and existing water customers located within the use area would be required to connect to the recycled water system if the City determines that their connection is feasible.

Discussion

The City of Woodland is interested in diversification of our water supply portfolio including promoting the use of recycled water by the City's water customers who are able to accept and use recycled water. Certain large industrial users, city landscape areas, median strips, school landscaped areas, and others currently use large volumes of potable water for industrial cooling, construction dust control, and landscape irrigation in the City and are ideally suited for recycled water use.

The initial recycled water project would extend a recycled water pipeline to the industrial park and will provide recycled water to City owned parks (Pioneer and Klenhard Parks) and is available to industrial users in the vicinity of the initial recycled water project. The intent of the amendment to the ordinance is to encourage the use of recycled water in the vicinity of the recycled water facilities and facilitate expansion of the availability of recycled water to new and existing customers.

Conclusion

Staff recommends that the City Council:

- (1) Adopt Resolution No. _____, approving the amendments to Article XIV to Chapter 23C of the Woodland Municipal Code Related to Recycled Water Service; and
- (2) Waive the first reading and read by title only an Ordinance of the City Council of the City of Woodland, California Amending Sections 23C-14-3 and 23C-14-19 of Article XIV of Chapter 23C of the Woodland Municipal Code to Establish Incentives and Encourage the Use of Recycled Water."

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 - Proposed Ordinance to be added to the Municipal Code Related to Recycled Water Service
- Attachment B - Summary of Proposed Recycled Water Ordinance (published in local newspaper)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND, CALIFORNIA AMENDING SECTIONS 23C-14-3
AND 23C-14-19 OF ARTICLE XIV OF CHAPTER 23C OF THE
WOODLAND MUNICIPAL CODE TO ESTABLISH INCENTIVES
AND ENCOURAGE THE USE OF RECYCLED WATER**

WHEREAS, the City of Woodland added Article XIV of Chapter 23C to the Woodland Municipal Code related to recycled water service to help alleviate the demand on the City's limited potable water supplies; and

WHEREAS, the City of Woodland now desires to create a system of mandatory recycled water for new potable water customers within the City's Recycled Water Master Plan and to create a program for existing customers to convert to recycled water when appropriate.

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

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

Section 2. Amendment to Section 23C-14-3. Section 23C-14-3A. is hereby amended to read as follows:

“Sec. 23C-14-3 Area and conditions of service

A. The Engineer shall control and schedule recycled water distribution to customers. The City of Woodland will prepare a Recycled Water Master Plan and update the plan regularly. The Recycled Water Master Plan will include, but is not limited to:

1. FACILITIES: Evaluation of the location and size of present and future recycling facilities, distribution pipelines, pump stations, reservoirs, and other related facilities and potential financing methods; and

2. RECYCLED WATER USE AREA: A designation, based on the criteria set forth in this ordinance, of the areas within the boundaries of the City of Woodland that can or may in the future use recycled water in lieu of potable water. Recycled water uses may include, but not be limited to the irrigation of greenbelt and agricultural areas, and appropriate industrial and commercial uses. 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.”

Section 3. Amendment to Section 23C-14-19. Section 23C-14-19 is hereby renumbered to be Section 23C-14-20, and the following text shall be replaced in Section

“Sec. 23C-14-19 Mandatory Recycled Water Use

A. New Customers within the Recycled Water Use Area and where recycled water is available to the property or feasible to extend to the property shall be required to utilize recycled water for landscape irrigation and industrial purposes where appropriate. In the event a development application is reviewed and found to be a suitable application for use of recycled water, but recycled water is not yet available to the property, such development permit shall be conditioned to require an appropriate recycled water distribution system connection point within the project to accommodate recycled water at such time as recycled water becomes available to the site.

B. Existing Customers

1. The City of Woodland Community Development Department, in consultation with the prospective recycled water customer(s), shall implement a program of review of each parcel of property within the Recycled Water Use Area to determine which parcels would be appropriate for using recycled water for industrial processing, landscape irrigation, or other appropriate uses by the then existing customer(s).
2. Based on the Master Plan, expanding the recycled water use area, or the commencement of the design of new recycled water facilities, the City of Woodland shall make preliminary determinations as to which existing potable water customers shall be converted to the use of recycled water. Each water customer shall be notified of the basis for determining that conversion to recycled water service will be required, as well as the proposed conditions and schedule for conversion.
3. In making such determination, the City of Woodland Community Development Department, in consultation with the prospective recycled water customer(s), shall consider, but not be limited to, the following factors:
 - a. Whether recycled water is or will be available to the site.
 - b. Whether the uses, processes or equipment used on the site can safely and effectively be operated with recycled water.
 - c. Whether it is feasible to modify on-site facilities to utilize recycled water.
 - d. Whether the use of recycled water would be cost-effective, technically feasible and cost-competitive for prospective recycled water customers.
4. If a property is identified as being suitable for use of recycled water and recycled water is or will be available to the site, the potential customer (property owner) shall be notified. The notice provided to a potential recycled water customer of the preliminary determination, including the

proposed conditions and time scheduled for compliance shall be delivered or mailed to the potential recycled water customer.

5. Within thirty (30) days of such notification, the potential customer (property owner or the occupant) of the property must either:
 - a. apply for the use of recycled water and commence the necessary work to convert to recycled water, or
 - b. provide satisfactory evidence to the City of Woodland Community Development Department, that conversion of the site to use recycled water is not technically or economically feasible, or that conversion would be harmful to the public health, safety, or welfare or to the environment.
6. At the time of commencing the work, the property owner shall furnish the City of Woodland Community Development Department a schedule showing the time frame of when the conversion work will be completed. The City of Woodland may grant an extension of time for the preparation of studies, environmental review or other good reason.
7. Objections/appeals:
 - a. The water customer may file a notice of objection within thirty (30) days after any notice of determination to comply is delivered or mailed to the customer, and may request reconsideration of the determination or modification of the proposed conditions or schedule for conversion.
 - b. The objection must be in writing and specify the reasons for the objection.
 - c. The preliminary determination shall be final if the customer does not file a timely objection.
 - d. The City of Woodland staff shall review the objection and shall confirm, modify or abandon the preliminary determination.
 - e. Upon issuance of a final determination by staff, the water customer may appeal the determination as follows:
 1. The customer may appeal to the Director; and if not satisfied,
 2. The customer may then appeal to the City Manager whose decision shall be final.
- C. Failure to Commence Use of Recycled Water - The Director shall identify and give notice to all persons, firms, and corporations which have failed to commence the use of recycled water obligated under this Article, and determine the reasons for said persons, firms, or corporations for failing to take recycled water, after being offered the opportunity.
- D. Procedures for Instituting Mandatory Service. The City of Woodland City Council may initiate proceedings to institute mandatory service to a person, firm or corporation as follows:

1. The potential recycled water customer shall be notified in writing why the Director has determined it is feasible to convert to recycled water service; initiating a 30-day period for filing protests or requesting a waiver.
2. After the 30-day protests and waivers period has expired; findings shall be made, and the Director shall request the City Council to determine whether the conditions for mandatory use exist.

E. Surcharge for Failure to Use Recycled Water - in the event the potential recycled water customer fails, neglects, or refuses to convert to the use of recycled water, such potential customer shall pay to the City of Woodland a surcharge on the amount of potable water used on the site in an amount of fifty percent (50%) of City of Woodland's highest water rate."

Section 4. Severability. If any provision of this Ordinance, or the application thereof, to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance 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 5. Effective Date and Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the City of Woodland and County of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and 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 this _____ day of _____, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

Tom Stallard
Mayor

ATTEST:

Ana B. Gonzalez
City Clerk

APPROVED AS TO FORM:

Kara K. Ueda
City Attorney

**PUBLIC HEARING NOTICE
CITY OF WOODLAND CITY COUNCIL**

DATE OF HEARING: September 1, 2015
TIME OF HEARING: 6:00 p.m.
PLACE OF HEARING: Council Chambers, 300 First Street, Woodland, California.

NOTICE IS HEREBY GIVEN THAT: a public hearing will be held by the Woodland City Council at 6:00 p.m. on September 1, 2015, or as soon thereafter as the matter may be heard, at the Council Chambers, Woodland City Hall, 300 First Street, Woodland, California to consider the following action:

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, ESTABLISHING INCENTIVES AND ENCOURAGING THE USE OF RECYCLED WATER FROM THE RECYCLED WATER DISTRIBUTION SYSTEM

The City of Woodland is interested in diversification of its public water supply portfolio, including promoting the use of recycled water by the City's water customers who are able to accept and use recycled water. California Water Code Section 13551 establishes a state policy to encourage the use of recycled water. Certain large industrial users, City parks, and others currently use large volumes of potable water for industrial cooling, construction dust control, and landscape irrigation in the City and are ideally suited for recycled water use.

The use of water recycled from municipal wastewater is regulated by the California Regional Water Quality Control Board (RWQCB). Permission to use recycled water is based on the ability to adequately treat municipal wastewater. Tertiary treated title 22 effluent (recycled water) is an untapped resource which is already being produced at the Water Pollution Control Facility (WPCF). The recycled water is currently discharged to the Tule Canal within the Yolo Bypass. The quality of the recycled water will further improve in 2016 when the City begins to use surface water as the primary potable water source. The recycled water program will take advantage of this resource and use it to boost the City's water supply portfolio and provide added protection during future droughts.

The use of recycled water is mandated for use within certain geographic boundaries generally located in areas of the industrial park. The use of recycled water is mandated only where it is feasible both financially and that the water usage is appropriate for recycled water. The use of recycled water is also mandated for Klenhard Park and Pioneer Park, and City owned landscape irrigation facilities where feasible. The area includes both developed and undeveloped lands. The intent is to encourage the use of recycled water where it is feasible to do so.

A copy of the proposed ordinance will be available for public inspection in the Office of the Woodland City Clerk at Woodland City Hall, 300 First Street, Woodland, California, for not less than 10 days prior to said hearing date. If you have questions about the above item, please call the Community Development Department at (530) 661-5820. For questions about the process, call the City Clerk at (530) 661-5806. All persons interested are invited to attend and submit statements, either orally or in writing, prior to or during the hearing. If, in the future, should you wish to challenge the subject in court, you may be limited to raising only those issues you (or

someone else) raised at the Public Hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the Public Hearing.

Dated: August 21, 2015

Ana Gonzalez, City Clerk

Legislation Text

14.

File #: 16-096, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Report from Council Homeless Ad Hoc Sub-Committee**

Recommendation for Action: Staff recommends that the City Council receive a report from its recently-formed Homeless Ad Hoc Sub-committee and consider the following actions:

- 1) Adopt a position in support of a “Housing First” model for coordinated approach to addressing homelessness,
- 2) Introduce and waive first reading of Ordinance No. _____, amending Sections 7-2, 7-3, and 7-4 of the Municipal Code related to camping on city property and private property,
- 3) Introduce and waive first reading of Ordinance No. _____, amending Section 15-56 of the Municipal Code related to Prohibited Activities in City Parks, and
- 4) Provide feedback on next steps to guide ongoing sub-committee and staff efforts to address issues related to homelessness.

Staff Contact

Paul Navazio, City Manager paul.navazio@cityofwoodland.org

Fiscal Impact

There is no direct fiscal impact associated with the recommendations in this report. The City currently provides funding to support Fourth and Hope’s Emergency Shelter Program through the Community Development Block Grant Program (\$11,000 allocation for FY 15/16) and through the City’s participation in the Countywide Homeless Coordination Program (\$20,000 annual City contribution: \$10,000 to fund the shelter during winter months and \$10,000 to fund Countywide Homeless Coordinator position). In addition, for FY 15/16, the City will provide more than \$200,000 in Federal Continuum of Care grant funds awarded the City for Fourth and Hope to operate transitional housing, permanent supportive housing for chronically homeless individuals, and permanent supportive housing for chronically homeless families programs.

There are several areas being discussed that could ultimately result in a recommendation for increased funding, including expanding capacity of temporary shelters (winter, daytime or year-round), establishment of a city-based Homeless Coordinator position, and support for development of expanded permanent housing opportunities for extremely low-income residents.

Report in Brief

This agenda item is intended to provide an initial report from the Homeless Ad Hoc Sub-Committee (Barajas/Hilliard), established by the Council at its meeting of July 7th. The report includes a review of activities undertaken by the sub-committee and provides background information on the most recent (January

2015) homeless census and an inventory of services available to homeless residents within the City and the County.

The report also provides a summary of current Municipal Code provisions related to activities prohibited in city parks and other city-owned property, and includes recommendations specific to amending Chapter 7 (camping) and Chapter 15 (prohibited activities) to allow for appropriate and uniform enforcement of city ordinances.

Finally, the report outlines several next steps identified by the Council's Homeless Sub-Committee with the goal of improving coordination of homeless services and identification of gaps in services and housing needs that might be addressed via future recommendations to come before the City Council.

Background

There are a number of factors contributing to the perception of a marked increase in our community's homeless population, as well as conflicts and complaints related to activities most often associated with homelessness. This despite the fact that the recent "point-in-time" homeless count (January 2015) identified a total of 192 homeless individuals, reflecting only a slight increase from the 186 identified in the 2013 count.

The City has an interest in maintaining its parks and other property and ensuring the general peace and welfare of its community. One of the ways it does this is by enacting ordinances regulating the use of its own property. The City's current camping ordinance prohibits overnight camping/sleeping on city property. As currently drafted, however, technical deficiencies have been raised by the District Attorney's Office and trial courts that have led the District Attorney's office to stop prosecuting violations of this particular ordinance. . Thus, staff recommended to the Council on July 7th certain changes that would have cured these deficiencies and would have expanded the prohibition to all public property within the city, not solely city-owned public property.

At the July 7th meeting, the City Council deferred action on the staff recommendation and moved to appoint an ad hoc sub-committee, consisting of Councilmembers Barajas and Hilliard, to consider the staff recommendation in the context of the city's overall approach to managing and addressing homeless issues.

The sub-committee has met on numerous occasions since early July, including meetings with City and County staff, service providers, and community stakeholders. As a result of these discussions, the sub-committee is developing a set of recommendations to help guide city policy and resources.

Discussion

2015 Yolo County Homeless Count

Total Homeless Count		West		Winters &	County
	Davis	Sacramento	Woodland	Rural	Totals
Sheltered	79	87	138	0	304
Unsheltered	52	80	54	8	194
Totals	131	167	192	8	498

City of Woodland		2007	2009	2011	2013	2015
Sheltered		144	93	117	146	138
Unsheltered		37	52	34	40	54
Totals		181	145	151	186	192

A few noteworthy figures and trends from the 2015 report include:

- The January count of 192 (Woodland) is the highest reported over the past 8 years.
- The most concentrated demographic is represented by white males between the ages of 25-54.
- There are 16 households with children, totaling 58 individuals, included in the 2015 Woodland homeless figures. Fifteen of these households (53 individuals) are reflected as “sheltered.”
- The homeless population in Woodland dropped noticeably in the 2009 and 2011 census and spiked again in the 2013 count.
- Despite the relatively small increase reported for Woodland between 2013 and 2015, a significant number of Woodland homeless in 2015 (44 individuals) reported being in Yolo County for less than one year. This represents almost one-third (31.9%) of the “sheltered” homeless population and nearly half (46.3%) of the number who provided responses to this question.

The complete 2015 Yolo County Homeless Count report is included as an attachment to this agenda item (See *Attachment A, 2015 Yolo County Homeless Count*).

It should be noted that most experts and observers acknowledge that the figures represent a mere snap-shot based on observations and contacts conducted on a single day, and are generally believed to under-state the true measure of the homeless population. This is particularly true with respect to youth and individuals and families who are un-housed or under-housed with little to no stability as to homeless status. Further complicating any count is the variations in definitions employed by various agencies.

Nonetheless, the biennial homeless count serves not only as a means of establishing overall homeless population, but it is also used to help assess trends relative to population demographics and characteristics (nature, length, and background). This information helps assess needs and best practices related issues associated with chronic, temporary, and under-housed segments, as well as those who may benefit from services offered for victims of mental health illness, substance abuse, or domestic violence.

Inventory of Homeless Services

Yolo County tracks and updates an inventory of programs and services provided by public agencies, community-based organizations, and the faith community that address issues associated with homelessness. (See *Attachment B, Yolo County Homeless Services Inventory*.)

Countywide, there are a significant array of services available, including transitional and emergency shelter

facilities, affordable transitional and permanent housing, food, clothing and other supportive services, as well as health and employment services. However, there remains significant gaps in resources available to comprehensively meet the needs of the homeless population within Woodland and Yolo County. For example, countywide, there are a total of 55 shelter beds available on a year-round basis (Fourth & Hope), plus an additional 31 emergency shelter beds (Empower Yolo) for women and children escaping domestic violence. An additional 10+ shelter beds are made available November-March through the City of Davis' Rotating Cold Weather Shelter. These beds serve a critical need, but fall well short of the need as expressly identified in the homeless count. Another significant gap exists with respect to the resources and infrastructure needed to transition very-low income individuals and families, a segment of which require a spectrum of support services, into permanent housing.

Ten-Year Homeless Plan (Homeless Commission)

To this end, the County's Homeless Commission (consisting of elected representatives from each public jurisdiction and a representative from the service-provider community (HPAC)) has been developing and implementing a 10-year plan for homelessness to assist in allocating resources through best practices to positively impact individuals and families suffering from homelessness. The plan also identifies strategies to increase the number and availability of housing units and related public subsidies required to maintain permanent housing affordability for our most vulnerable populations. (*See Attachment C, Ten-Year Homeless Plan Update*)

This plan is intended to serve as a framework for collaborative engagement and align limited available resources to maximum benefits through application of best-practices to achieve long-term outcomes. This evolving plan is closely tied to programs and strategies being employed by cities, Yolo County, and the Yolo Housing Authority, as well as informed by a team that attended the most recent National Conference on Homelessness in Washington, D.C..

Highlights of the process to update the Homeless Plan include:

- Adoption of the Housing First Model for addressing issues related to homelessness
- Implementation of a coordinated entry and assessment tool for uniform referral and case management
- Creation of a consolidated Homeless Unit within Yolo County's new Health and Human Services Agency (HHS) and establishment of a full-time homeless coordinator position with a focus on joint regional issues and client-centered services
- Establishment of Working Group charged with formally updating the Countywide Homeless Plan (draft of updated plan is expected for release in December 2015).

Housing First Model

A major element of the most recent (June 2015) update of the plan by the Ten-Year Homeless Plan Commission included the formal adoption of the Housing First Model as the preferred framework to improve long-term outcomes related to homeless issues. At its basic level, the Housing First Model places immediate emphasis on the goal of providing permanent housing to individuals and families, followed by provision of case-by-case wrap-around services, as needed. The Housing First Model is in sharp contrast to the historical approach whereby focus is on provision of services (mental health, substance abuse, public health, counseling and food and temporary shelter). The Federal government has indicated that limited available funding for programs and services are to be prioritized for allocation to jurisdictions that have adopted the Housing First

Model and can demonstrate quantitative results.

Countywide, agencies and service providers are evaluating how transitioning to the Housing First Model can assist in leveraging existing as well as available resources through innovative strategies and programs. The ongoing Bridge-to-Housing Project in West Sacramento is a recent example of this new model put into action.

- *It is recommended that the City Council support adoption of the Housing First Model within Yolo County as a framework for collaboration on addressing issues related to homelessness, and to position the City and County to take advantage of Federal funding that prioritizes allocation to Agencies who have adopted the Housing First Model.*

Amendments to Municipal Code Sections

There are a number of sections within the Municipal Code that govern permitted and prohibited activities on city property and private property. Many are useful tools that are easily and consistently enforced. These include (but are not limited to):

- Section 14A - Abandoned Shopping carts
- Section 15-1 - Drunkenness in public places
- Section 15-28 - Consumption of alcoholic beverages in city parks
- Section 15-23 - Park curfew
- Section 15-40 - Smoking in public places
- Section 15-54 - Public use of Freeman Park

The following section discusses proposed amendments to various city municipal code sections being recommended at this time related to camping on city property and prohibited activities in city parks.

Chapter 7 - Camping. Camping violations within the City limits are one of many types of calls for service that the Police Department handles regularly. With the current city ordinance, it is only a camping violation if the officer can prove that the subject has been camping for one or more nights. Questions have arisen concerning the interpretation of “one or more nights,” specifically whether this phrase means that a person must have slept for the entire night on city property and, thus, may not be cited in the middle of the night for violating the no camping ordinance. The District Attorney’s office has indicated that it will not continue to prosecute this ordinance as it is drafted because of the perceived ambiguity of the words “one or more nights.”

Upon the advice of the City Attorney, the Department has developed the attached ordinance to clarify that the no camping prohibition extends to all hours of the night and that staying overnight on public property is not required. The proposed ordinance also clarifies other parts of the ordinance that were a little unclear. The proposed amendments clearly spell out what constitutes camping, what type of items constitute camping materials, and where camping is prohibited.

The changes recommended to the current ordinance will allow officers to enforce violations of the camping ordinance on city property in the middle of the night rather than potentially waiting until the morning hours after someone has spent the entire night on city property.

At this time, it is recommended that the city’s camping ordinance continue to apply to city-owned public property and private property (with certain limitations and exceptions). The ordinance will not, by itself,

extend the prohibition to all public property. Several other public agencies do have equivalent anti-camping ordinances in place while others do not. With respect to enforcing the city's camping ordinance, Woodland police officers would have only limited ability to address complaints at these other public locations not owned by the City.

Based on discussions with the Council Sub-Committee, an expansion of the camping ordinance to all public property may be advisable at a later date, especially after additional shelter beds are made available that will provide a viable option for more homeless persons to sleep.

Section 15.6 - Prohibited Activities in City Parks. This section of the Municipal Code is recommended to be amended to address uniform and consistent enforcement of the prohibition against the storage of personal property in City parks, the use of camping and cooking equipment, and the explicit prohibition against shopping carts and similar carrying devices. Several of the currently prohibited activities are being struck to ensure that the ordinance does not single-out specific items, while permitting other items that may perform a similar function, and thus risk subjective application and enforcement.

Enforcement and Violations

In general, violations of city ordinances are considered misdemeanor offenses, and violators are subject to citation and fine. While many of the municipal code sections referenced herein represent - from a law enforcement perspective - low-priority infractions and are enforced primarily on a complaint-driven basis, it is nonetheless important that violations can be enforced via consequences that typically act as a deterrent.

At the same time, certain violations may not serve as a deterrent when the individual cited has no means to avoid citation or lacks the means to cure the citation through the courts. It is for this reason that the District Attorney and local police departments have successfully implemented a Neighborhood Court program for select offenses. Based on the success of the neighborhood court program throughout Yolo County, the DA's Office is currently developing a pilot Homeless Diversion Program designed to allow certain eligible individuals cited for offenses typically associated with homelessness to be referred to services and programs that, if completed, will not result in a criminal record. This pilot program is being initiated in West Sacramento (building on the Bridges to Housing Project) and is expected to be expanded to Davis and Woodland by the end of the calendar year.

Next Steps

The Council Ad Hoc Sub-committee and City staff have also identified several potential next steps to further advance the city's response to homelessness within the community. These steps are likely to include:

- Continued participation in countywide efforts to align resources for programs and services through a coordinated Housing First Model, in partnership with the county's homeless coordinator, service providers and HPAC.
- Consideration of expanding shelter capacity to serve the needs of homeless individuals and families on both a seasonal (Emergency Winter) and year-round basis.
- Active engagement of the faith-based and volunteer community where appropriate.
- Possible consideration of establishing a city staff person to serve as point-of-contact and liaison between the city, continuum of care service providers and homeless residents.
- Further evaluation of perceived gaps between the types and availability of housing units for low and extremely-low income residents.

- Explore opportunities for advocacy efforts at the federal and state level for resources needed to address lack of affordable housing opportunities (ex. Expanded access to Voucher Program).

Conclusion

Staff recommends that the City Council receive a report from its recently-formed Homeless Sub-committee, and consider the following actions:

- 1) Adopt a position in support of a “Housing First” model for coordinated approach to addressing homelessness,
- 2) Introduce and waive first reading of Ordinance No. _____, amending Sections 7-2, 7-3, and 7-4 of the Municipal Code related to camping on city property and private property,
- 3) Introduce and waive first reading Ordinance No. _____, amending Section 15-56 of the Municipal Code related to Prohibited Activities in City Parks, and
- 4) Provide feedback on next steps to guide ongoing sub-committee and staff efforts to address issues related to homelessness.



Paul Navazio
City Manager

Attachments:

Ordinance No. _____ Amending Sections 7-2, 7-3, and 7-4 of the Municipal Code
Ordinance No. _____ Amending Section 15-56 of the Municipal Code
2015 Yolo County Homeless Count
Yolo County Homeless Services Inventory
Ten-Year Homeless Plan Update (Commission Staff report, June 18, 2015)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING SECTIONS 7-2, 7-3, AND 7-4 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATING TO PROHIBITIONS ON CAMPING WITHIN CITY LIMITS

WHEREAS, the City of Woodland has the authority to regulate to ensure the public's health, safety, and general welfare; and

WHEREAS, the City of Woodland currently has regulations in its Municipal Code that prohibit camping for living accommodation purposes, such as sleeping or making preparations to sleep unless such activity has been specifically permitted by appropriate City staff; and

WHEREAS, the City of Woodland encourages the use of open spaces and facilities within the City and finds that its camping prohibitions are in the best interests of the public's health, safety, and general welfare; and

WHEREAS, the City of Woodland Municipal Code currently prohibits overnight camping, and issues have recently arisen regarding whether a person must have slept for the duration of the night for the prohibition to apply or whether a person may be cited for camping in the middle of the night; and

WHEREAS, this Ordinance is intended to clarify that a person may violate the City's camping prohibitions by setting up temporary or permanent shelter for the purpose of camping during the nighttime hours, regardless of whether a full night is actually spent at the location; and

WHEREAS, this Ordinance also clarifies that the places for which camping is prohibited include buildings and the curtilage of buildings, and this Ordinance also amends the Municipal Code to make technical, non-substantive changes.

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

Section 1. Section 7-2 of the City of Woodland Municipal Code is hereby amended to read as follows:

Sec. 7.2. – “Camping” defined.

For purposes of this chapter, “camping” is defined as residing ~~on~~ in or using any ~~city-owned~~ city-owned public or private property at ~~for one or more nights~~ for living accommodation purposes, such as sleeping activities or making preparations to sleep (including the laying down of bedding for the purpose of sleeping); or storing personal belongings (including but not limited to clothing, sleeping bags, bedrolls, blankets, sheets, luggage, backpacks, kitchen utensils,

cookware, and similar material); ~~or making any fire or using any tents;~~ regularly cooking meals; or living in a parked vehicle. These activities constitute camping when it reasonably appears, in light of all the circumstances, that a person(s) is using public or private property as a living accommodation ~~for one or more nights~~, with the intent to camp.

Section 2. Section 7-3 of the City of Woodland Municipal Code is hereby amended to read as follows:

Sec. 7-3. – Camping on ~~city public~~ property.

Except as may be permitted within parks by the community services parks and recreation director, it is unlawful to camp ~~or squat~~ upon any public property owned by the city, including, without limitation, streets, easements, parks, dump sites, creek beds, electric utility substations, parking lots, ~~or~~ corporation yards, and buildings, including the curtilage of buildings. No person shall set up upon any city public property at any time during nighttime hours tents, shacks, house trailers, motor homes, campers, or any other temporary or permanent shelter for the purpose of ~~overnight camping or squatting~~, nor shall any person leave in any such place any movable structure or special vehicle to be used ~~or that could be used~~ for ~~such a~~ the purpose of camping, such as a house trailer, tent, automobile, or the like. It is a violation of this section to set up provisions for the purpose of camping whether or not a full night is actually spent at the location. Violation of this section shall be charged as a misdemeanor.

Section 3. Section 7-4 of the City of Woodland Municipal Code is hereby amended to read as follows:

Sec. 7-4. – Camping on private property.

Except as otherwise provided in this section, it is unlawful to camp ~~or squat~~ upon private property within the city. No person shall set up upon any private property at any time during nighttime hours tents, shacks, campers or any other temporary or permanent shelter for the purpose of ~~overnight camping or squatting~~, nor shall any person leave upon any private property any movable structures or special vehicle to be used ~~or that could be used~~ for such a purpose, such as a tent or automobile or the like. Violation of this section shall be charged as a misdemeanor.

Exceptions. This section shall not apply to persons camping upon their own land or camping with the owner of the land, or to persons camping with the written consent of the owner of the land; provided, that such written consent is in their possession at the time and is shown upon demand of any peace officer, and provided; that, all local zoning ordinances of the city and county are met and all Health Code sections of the state are complied with. This section shall not apply to persons lawfully camping within campgrounds or trailer parks specifically

designated and/or approved for such use pursuant to the Zoning Ordinance of the city.

Section 4. Effective Date and Notice. This Ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED by the City Council 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 COUNCIL OF THE CITY OF
WOODLAND AMENDING SECTION 15-56 OF THE CITY OF
WOODLAND MUNICIPAL CODE RELATING TO PROHIBITED
ACTIVITIES IN CITY PARKS

WHEREAS, the City of Woodland may regulate the use of its public space for the purposes of protecting the public's health, safety, and general welfare; and

WHEREAS, the City of Woodland currently has prohibitions in its Municipal Code that prohibit certain activities in city parks, such as prohibiting shopping carts and similar carrying devices within any city park; and

WHEREAS, the City has been reviewing its current Municipal Code provisions regarding use of city parks and has concluded that Section 15-56 of the Municipal Code is overbroad in the activities it regulates and potentially conflicts with other provisions of the Municipal Code governing camping within city limits; and

WHEREAS, the City Council of the City of Woodland now desires to amend the Municipal Code to provide clarity regarding prohibited activities within city parks.

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

Section 1. Section 15-56 of the City of Woodland Municipal Code is hereby amended to read as follows:

"Sec. 15-56. - Prohibited activities in city parks.

(a) Storage of Personal Property. No person shall store, ~~either temporarily or permanently~~, any personal belongings or property within the confines of any city park. An item shall be considered storage if it has been left unattended for a period of at least six consecutive hours.

~~(b) Shopping carts and other similar carrying devices used to transport personal property or camping, sleeping, or cooking equipment or materials, as set forth in Sections 15-56(a) and 15-56(c), are strictly prohibited within the confines of any city park.~~

~~(be)~~ Camping, Sleeping and Cooking.

~~(1) No person shall establish or maintain in any city park a temporary or permanent place for sleeping by setting up any tent, lean-to, or any other shelterlike structure intended for human occupancy or any bedding, sleeping bag, mattress, or hammock or other sleeping equipment or materials; provided, however, that any person may set up and use bedding or sleeping bags, if he or she is participating in either a scheduled, city sponsored event or an approved, permitted event. Shade~~

~~structures and other equipment may be temporarily erected to provide protection from the sun and other natural elements.~~

(2) ~~—~~ No person shall establish or maintain in any city park a temporary or permanent place for cooking or set up any ~~cooking equipment~~ grill, stove, or burner; provided, however, that any person may set up and use cooking equipment if he or she does so within an area of a city park designated by the city for cooking and food preparation or if he or she is participating in either a scheduled, city-sponsored event or an approved, permitted event, which event has, as part of its stated purpose, the preparation of food for human consumption. ~~.”~~

(c) Violations:

(1) First Violation. Any person who either violates any provision of this section or any provision of Sections ~~15-4~~, 15-19, 15-28, 15-29, 15-32, 15-34, 15-35, 15-54, or 15-55 within the confines of any city park shall be guilty of an infraction and fined \$100.00 for the first violation.

(2) Second Violation. In the event any person commits a second violation of this section or of any provision enumerated in Section 15-56 (d)(1), regardless of whether the first and second offenses involve violation of the same section, he or she shall be guilty of a misdemeanor ~~and~~ shall be fined two hundred dollars, ~~and shall be prohibited from entering or using any city park in any manner whatsoever for a period of one year from the date of the misdemeanor.”~~

Section 2. Effective Date and Notice. This Ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

PASSED AND ADOPTED by the City Council 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

Page 2

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Yolo County Homeless Count 2015

5012

May 2015

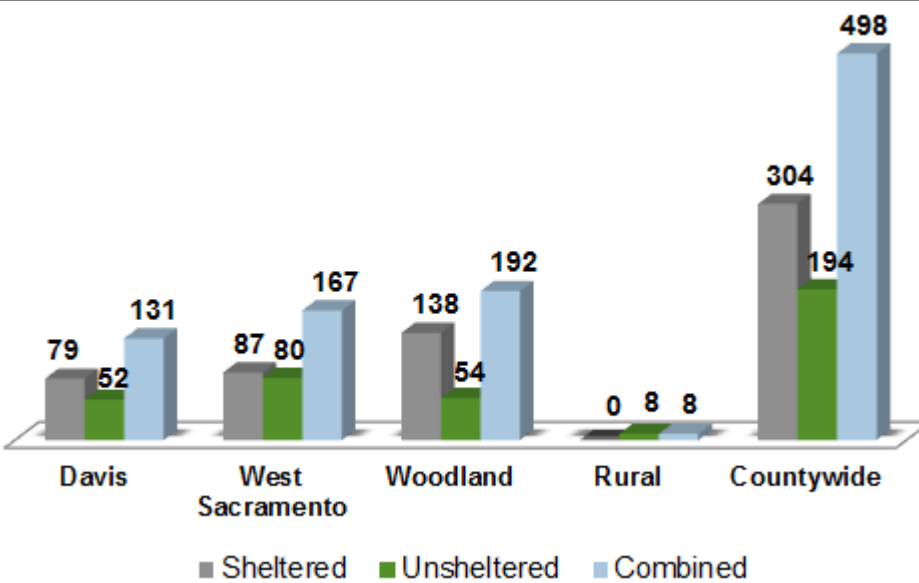
Homeless Count Overview

January 26, 2015

The Yolo County Homeless and Poverty Action Coalition conducted the **2015 Yolo County Homeless Count** for **January 26, 2015**. The Homeless Count (also known as the Point-in-Time (PIT) Count) was a survey of individuals and families identified as experiencing sheltered or unsheltered homelessness within the boundaries of Yolo County on a single night in January. The 2015 count identified a total of **498 people experiencing homelessness on January 26**.

When considering the numbers in this report it is important to recognize that they reflect only those persons identified as homeless within the county on a single day. Many individuals and families move in and out of homelessness during the course of a year, meaning that the actual number of people experiencing homeless in 2015 will be much higher than the numbers included in this report.

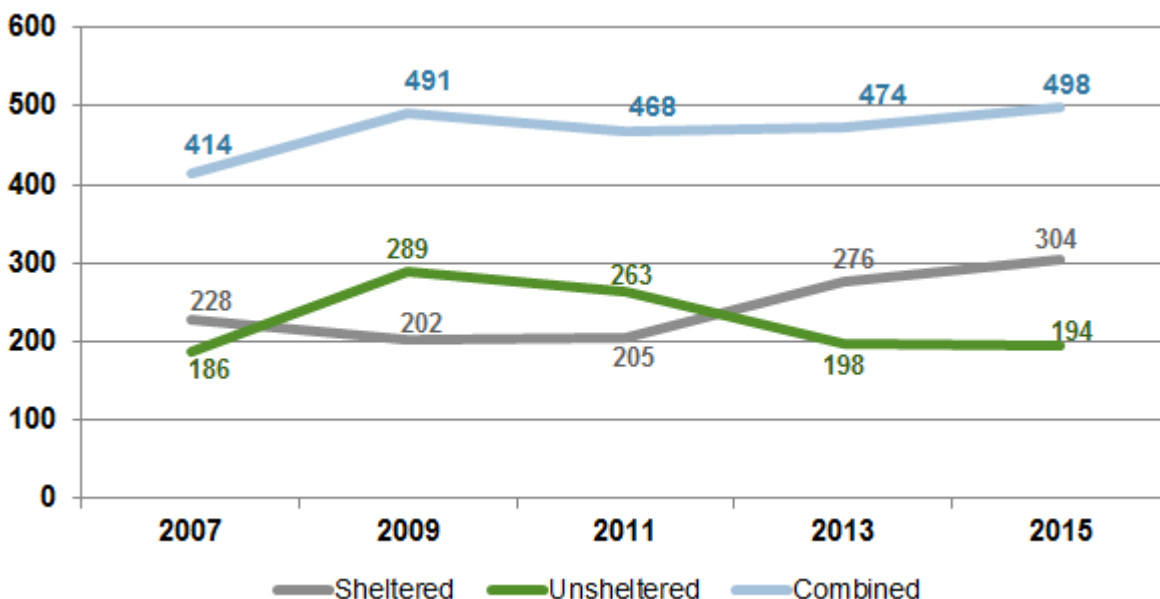
Homelessness on a Single Night (January 26, 2015)



of Homeless per 10,000 residents

USA	19.27
California	35.62
Yolo County	24.25
Davis	19.79
West Sacramento	33.47
Woodland	33.93
Winters and Rural	2.44

Homelessness Over Time (2007-2015)



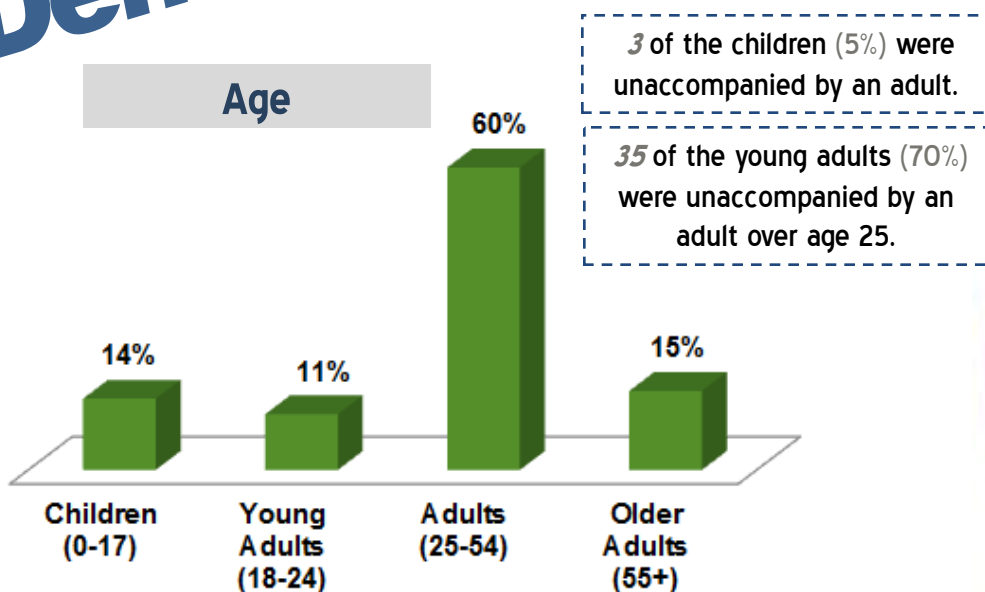
Up 5%
from
2013

Up 20%
from
2007

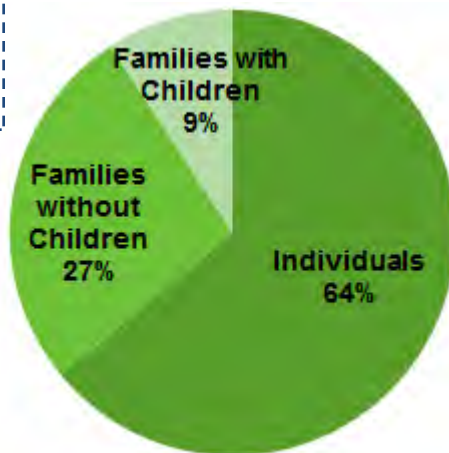
Demographics

Who experiences homelessness in Yolo County?

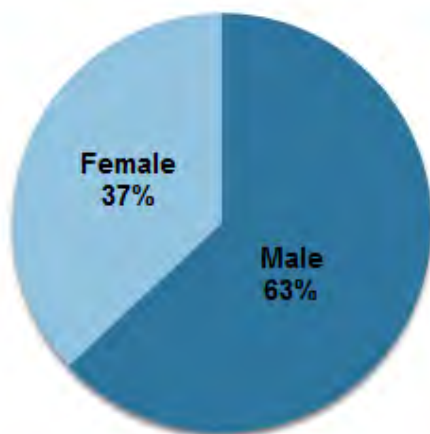
Age



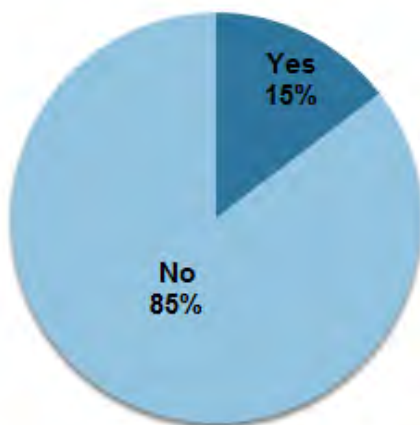
Household Status



Gender

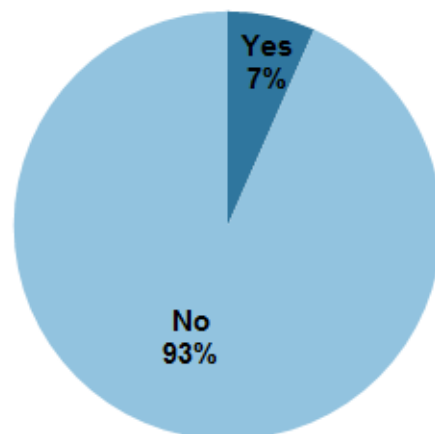


Veteran Status



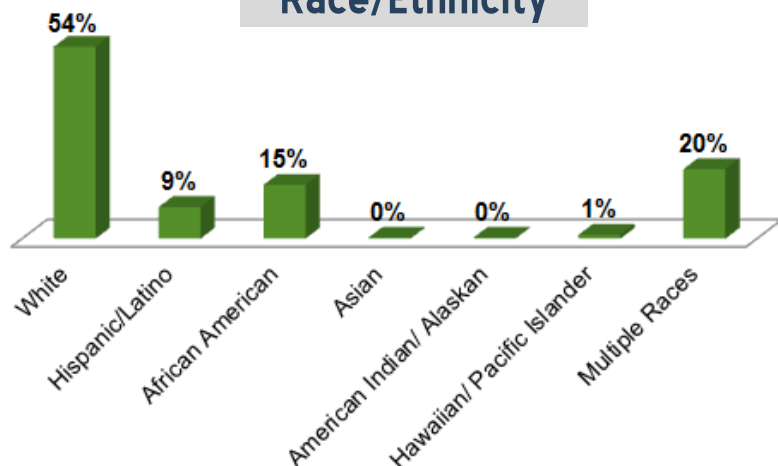
Of the veterans, 65% were sheltered and 35% were unsheltered

Pregnant



Includes females who are currently pregnant and males who were a participant to a pregnancy

Race/Ethnicity



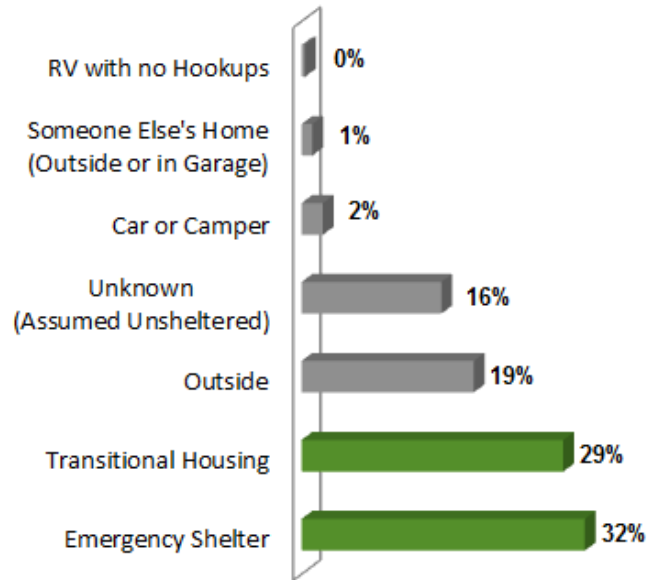
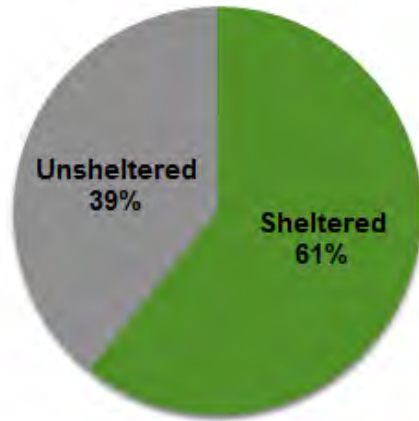
Racial Demographics

Yolo Homeless Vs. Yolo County

	2013 Census	Homeless Count	Difference
White	49%	54%	+5%
Hispanic/Latino	31%	9%	-22%
African American	3%	15%	+12%
Asian	14%	0%	-14%
Native American/Alaskan	2%	0%	-2%
Native Hawaiian/Pacific Islander	1%	1%	~
Multiple Races	5%	20%	+15%

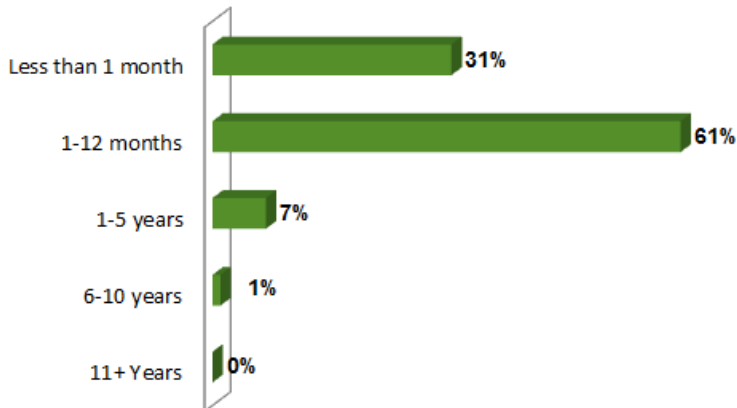
Homeless Status

Where do people experiencing homelessness in Yolo County sleep?

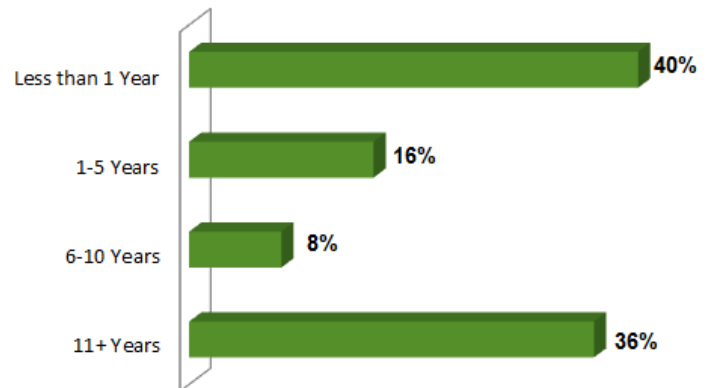


Length of Stay in Homelessness

At Current Location



In Yolo County



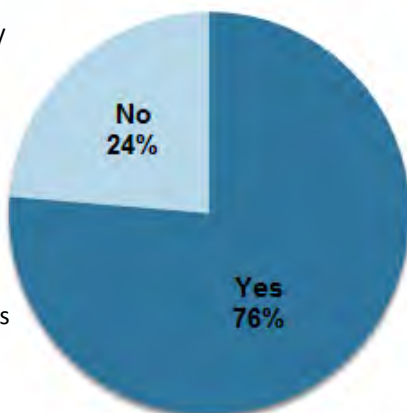
Chronic Homelessness

Long-Term or Frequently Homeless

Definition:

Individual or family that has been homeless:

- ⇒ Continuously for at least 1 year; or
- ⇒ On at least four separate occasions in the last 3 years

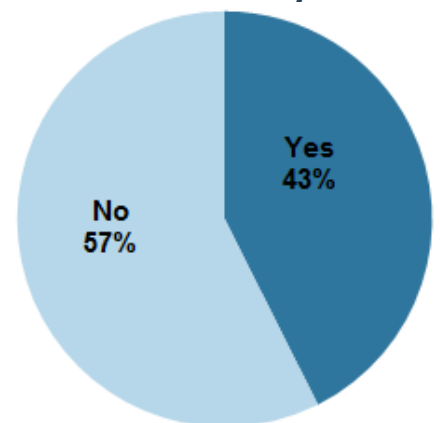


Long-Term or Frequently Homeless w/ Disability

Definition:

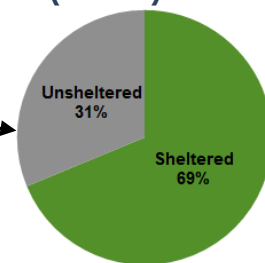
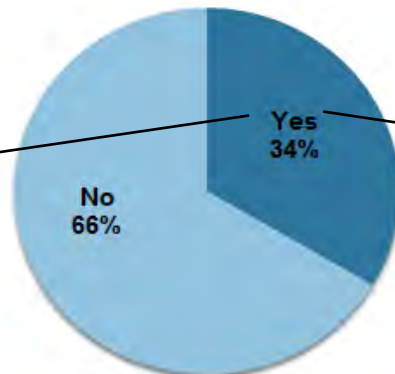
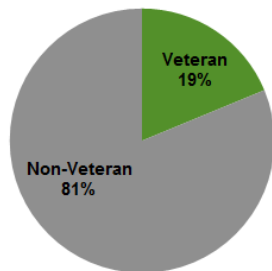
Individual or family that has been homeless:

- ⇒ Continuously for at least 1 year; or
- ⇒ On at least four separate occasions in the last 3 years, and
- ⇒ Can be diagnosed with substance abuse, serious mental illness, developmental disability, PTSD, or chronic physical illness/disability

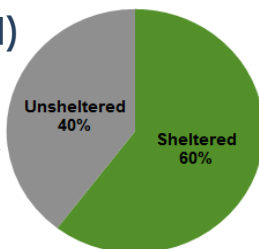
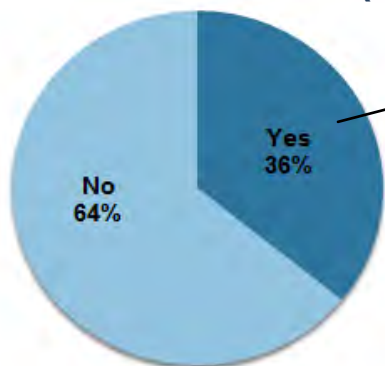


Health Status

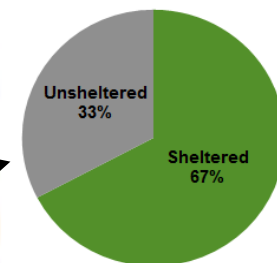
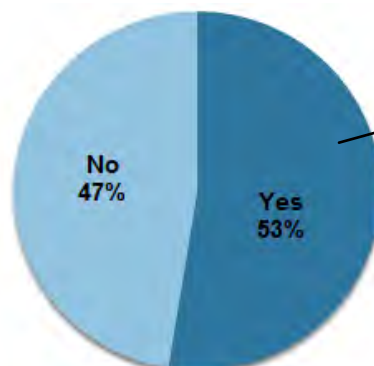
Post Traumatic Stress Disorder (PTSD)



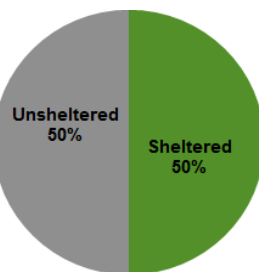
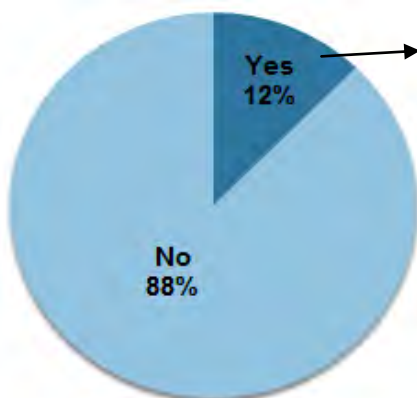
Serious Mental Illness (SMI)



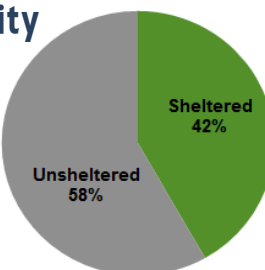
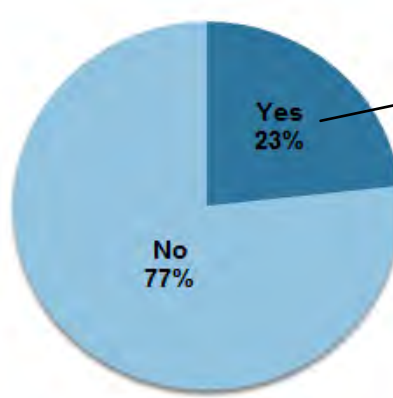
Substance Abuse



Developmental Disability



Physical Illness or Disability

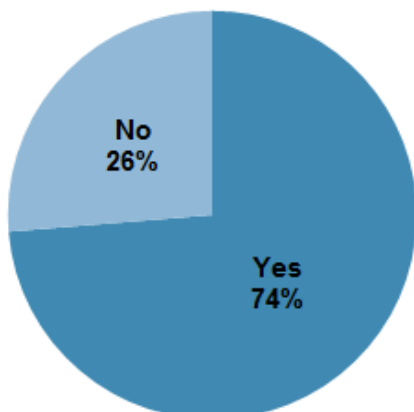


Has at Least one Health Issue

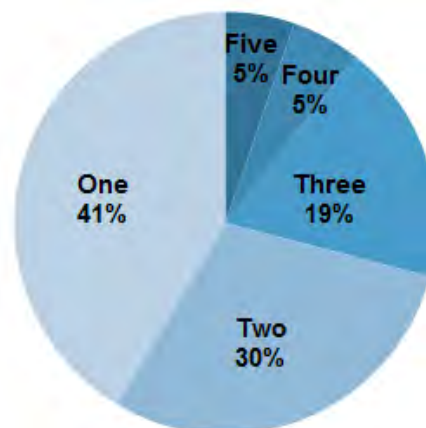
Definition:

Identified as having at least one of the issues listed below:

- ⇒ PTSD
- ⇒ SMI
- ⇒ Substance Abuse
- ⇒ Developmental Disabilities
- ⇒ Physical Illness or Disability



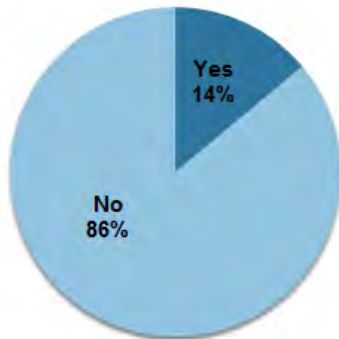
Number of Health Issues Identified



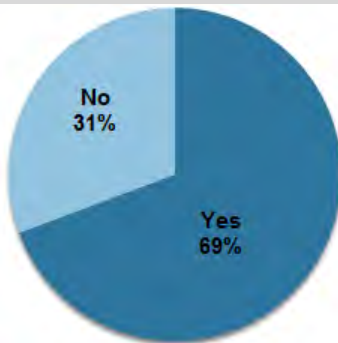
Personal Information

Potential Barriers to Housing

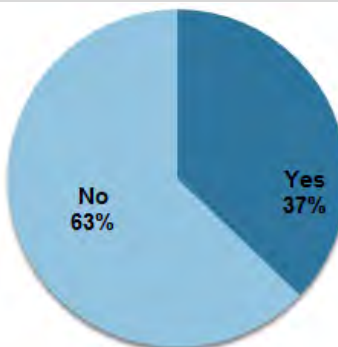
Pet Ownership



Previous Incarceration

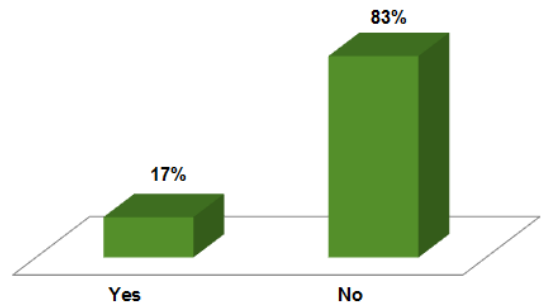


Previous Evictions/Bankruptcies



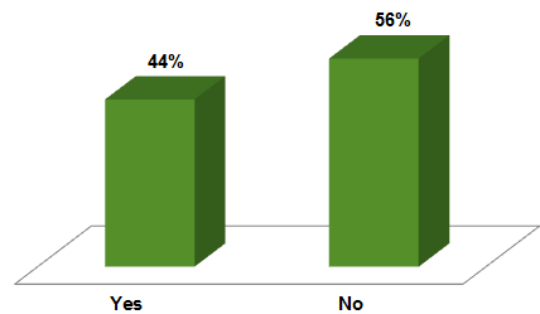
Background

Has Been in Foster Care

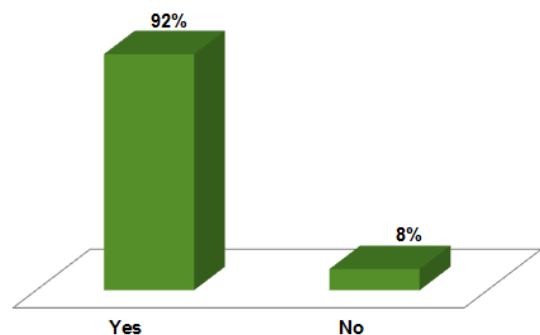


9 people reported being in foster care at age 18.

Has Been in an Abusive Relationship

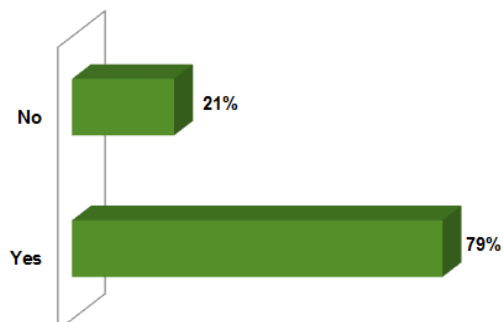


Desires Permanent Housing

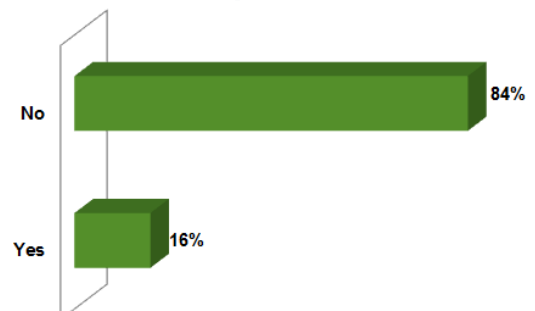


Benefits

Health Benefits



Disability Benefits



Appendices

Appendix A: Description, Methodology and After-Action Report

The Yolo County Homeless and Poverty Action Coalition conducted the 2015 Yolo County Homeless Count on January 26, 2015. The Homeless Count (also known as the Point-in-Time (PIT) Count) is a survey of individuals and families identified as experiencing sheltered or unsheltered homelessness within the boundaries of Yolo County on a single night in January.

Reason for Conducting the Count

The U.S Department of Housing and Urban Development (HUD) requires all communities that receive grant funding from HUD for addressing homelessness to conduct an annual count of people experiencing sheltered homelessness and a bi-annual count of people experiencing unsheltered homelessness. 2015 was a year in which HUD requires both a sheltered and unsheltered count.

In addition to allowing the community to secure grant funding from HUD, the count data can be used when applying for funding from other funders, provides detailed information on the demographics and needs of people experiencing homelessness in Yolo, and allows homeless service providers in Yolo to target their services to meet the specific needs of those they serve.

Scheduling the Count

HUD requires that all communities conduct the count on a single night during the last ten days of January, to allow for consistency in comparing count data across communities. Each community may select the date of the count, within the ten day timeframe.

Definition of Homelessness

HUD has developed a definition of homelessness that guides our count activities, as follows:

*A person is considered **homeless** only when he/she is:*

living in places not meant for human habitation

living in an emergency shelter

living in transitional housing for the homeless but originally came from the streets or an emergency shelter

staying in a motel paid for by a public or private agency because the person or family is homeless

Anyone who does not meet this definition cannot be included in the count data that is reported to HUD.

Limitations of the Count

When considering the numbers in the count it is important to recognize that they reflect only those persons identified as homeless within the county on a single day. Many people move in and out of homelessness during the course of a year, meaning that the actual number of people experiencing homeless in 2015 will be much higher than the numbers included in this report.

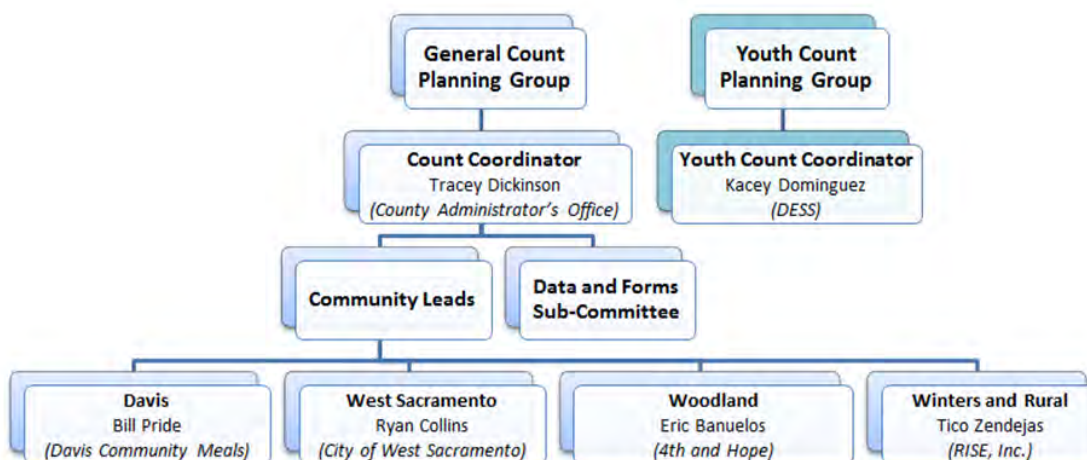
Additionally, the count does not include people who are doubled up in conventional housing; people who are couch surfing; adults living in a mental health facility, chemical dependency facility, criminal justice facility, or permanent supportive housing; or youth living in residential treatment facilities, emergency foster care, or detention facilities. People living in these circumstances do not meet the HUD definition of homelessness, and therefore, cannot be included in the count.

After Action Report

Homeless Count Planning Group

The 2015 Homeless Count Planning Group convened for the first time in December 2015 to begin preparing for the count, and

met several times before the count was conducted. The group included representatives from many local services providers, several County departments, and the Board of Supervisors. The Group developed a structure for planning the count, as displayed.



Successes:

- ◆ Process involved a lot of collaboration across agencies. Good to have people representing all areas of Yolo County.
- ◆ Meetings were constructive and useful, with a lot of input from participants.
- ◆ Planning structure and regular meetings allowed for development of the most comprehensive count conducted in Yolo in many years.
- ◆ Frequent communication from Count Coordinator, Leads and Committees regarding work being done between meetings.

Challenges:

- ◆ No funding for the general count.
- ◆ Planning process started too late, and was somewhat rushed.

Recommended Improvements:

- ◆ Advocate receiving funding from the cities and County for the count, or apply for grants.
- ◆ Convene the Planning Group earlier (in October or November) to allow ample time for planning.

Count Schedule and Framework

The group selected January 26, 2015 as the date of the count, but agreed to conduct a multi-day count with each Yolo community completing their street count activities on a different day of the week. While HUD requires that the count be conducted on a single night in January, communities can continue to survey for a full week following the date selected for their count, as long as they ask participants where they slept on the night selected. For example, “where did you sleep on Monday night?” or “where did you sleep three days ago?” Count activities were scheduled as follows:

- ◆ **Davis: Tuesday, January 27th**
- ◆ **West Sacramento: Wednesday, January 28th**
(Activities continued throughout week following initial count day)
- ◆ **Woodland: Thursday, January 29th**
- ◆ **Winters and Rural: January 27th-30th**

Successes:

- ◆ Participants indicated that they enjoyed having the count activities spread over several days, rather than conducted on a single day. This allowed some communities to continue surveying hard to reach individuals after their initial count day was complete. Also allowed countywide resources (such as the Count Coordinator) to spend time supporting count activities in all communities.

Challenges:

- ◆ None Identified

Recommended Improvements:

- ◆ Continue to conduct multi-day counts.

Count Day Coordination and Training

The Lead in each community was responsible for local volunteer recruitment and training, coordinating activities on the day of the count, and distributing any incentives that were available to count participants. Each Lead developed a plan for implementation of the count in their community, and shared with the larger Planning Group at their final meeting before the count.

Successes:

- ◆ One community offered a free cigarette to each person who agreed to take the survey, which was viewed as helpful in engaging participants.
- ◆ Appointing Community Leads allowed the local experts to develop a count plan that made sense for the unique needs of each Yolo community.

Challenges:

- ◆ Community Leads did not have a lot of opportunity to communicate regarding their plans for each community, which resulted in some inconsistency across communities. For example, some community focused their unsheltered count efforts on a single morning, while others spread activities throughout the week.
- ◆ Would have been nice to have courtesy coffee and pastries for surveyors leaving early in the morning, during the trainings.
- ◆ Participants needed more time during trainings to familiarize themselves with the survey and practice with the tablets.
- ◆ Surveyors were not always clear about what areas they should be surveying, or if they were overlapping territory with

Recommended Improvements:

- ◆ Before Community Leads are appointed, the Planning Group should agree on parameters for each community count. The group should discuss what components of the count need to remain consistent across communities, and what can be flexible and driven by community need.
- ◆ Consider attending a training in Sacramento County to see how they use training time. Sacramento has a much more formal training structure, and all surveyors must complete the training prior to the day of the count.
- ◆ Refreshments should be offered at trainings.
- ◆ Communities should develop mapping and a detailed plan of which survey team goes where on the day of the count. This would be shared with surveyors during the training.

Forms and Data

The Planning Group also formed a Data and Forms Sub-Committee to develop the surveys and develop a plan for overall data collection and analysis. Three separate surveys were developed to collect information on (1) those experiencing sheltered homelessness, (2) those experiencing unsheltered homelessness, and (3) those that were visually counted, but not surveyed. Surveyors were offered the option of using paper surveys or electronic surveys on a tablet to conduct the count.

Once all surveying was complete, staff at 2-1-1 Yolo entered all paper surveys into an excel file, and combined the data from the electronic and paper surveys. 2-1-1 staff also completed all data clean up and coding. Next, the Count Coordinator analyzed the data, wrote the count report and reported required numbers to HUD.

Successes:

- ◆ Using tablets was a creative idea, and a lot of participants wanted to use them, despite glitches.
- ◆ Data entry was completed quickly, allowing Count Coordinator ample time to analyze the data.
- ◆ Online version of the survey was offered to shelter providers, and many of them enjoyed using this tool to submit their data (rather than paper surveys or an excel spreadsheet).

Challenges:

- ◆ Tablets were difficult for some surveyors to use. Tablets were not compatible with the survey software, making surveys slow and hard to see on the tablet screens.
- ◆ Surveys were completed too late in the planning process (less than a week before the count).
- ◆ Surveyors expressed that they would have preferred to see the survey in advance (some saw surveys for the first time on the day of the count) so they had time to practice and familiarize themselves with it.

Recommended Improvements:

- ◆ If using tablets again, prepare well in advance, and address any issues that arise before the count. Do multiple practice runs!
- ◆ Continue offering electronic survey for sheltered count.
- ◆ Finalize surveys several weeks prior to the count, to allow time for communities to train their surveyors, practice, and identify issues with survey questions.

Survey Questions

The Planning Group agreed to expand the survey this year, to include questions that they believed would be helpful in better understanding the needs of the homeless population, or securing grant funding. Previously, surveys have only asked about the demographic information that HUD requires us to report.

Successes:

- ◆ Participants felt that adding additional questions to this survey made this count much more comprehensive than previous counts.
- ◆ Surveys were very clear regarding if/when to end the survey, if a person did not qualify as homeless or the wrong survey form was being used. This saved time as surveyors were not completing the entire survey with people who did not qualify for the count.

Challenges:

- ◆ Adding additional questions to the survey was more time consuming for participants, meaning that in some cases they did not answer all questions.
- ◆ Too many of the new questions were open ended, making the data difficult to analyze. For instance, the question "how long have you lived in Yolo County?" provided a line for the surveyor to fill in. Answers were often incomplete or confusing, such as writing "21" without an indication of days, months, years, etc.
- ◆ No opportunity at the end of the survey to check-in with the participant, and see if they needed any assistance.
- ◆ In some cases, participants indicated that they did not have substance abuse and/or mental health issues when in fact their surveyor was very familiar with them, and knew that they did.

Recommended Improvements:

- ◆ Re-assess each survey question to ensure that it is necessary, and will provide useful data for the community. Remove any questions that are not determined to be important.
- ◆ Have group discuss options for providing assistance or support to participants following their survey.
- ◆ Consider adding a box surveyor can check if the participant states that the answer to a question is no (such as substance abuse), but the surveyor knows that the answer should actually be yes.
- ◆ Try to avoid open ended questions. Instead, provide a range of possible answers, and an “other” option when necessary.

Improving our Count of Unaccompanied Homeless Youth

In addition to preparing for the general homeless count, Yolo also convened a working group focused on improving identification of unaccompanied homeless youth (ages 14-24) in the count process. Several years ago HUD began requiring that communities report specific data on homeless youth, but Yolo County has struggled to find homeless youth during the count. In 2013, count efforts did not identify any unaccompanied homeless youth. Many stakeholders in Yolo have expressed that this is not because there are no homeless youth in Yolo, but rather, because homeless youth are better at remaining unnoticed. Homeless youth often maintain similar behaviors and appearance to other youth, making them harder to identify in a regular count process.

The community received a \$12,000 grant from *We Count! California* to improve the inclusion of youth in the 2015 count, with the goal of increasing the availability of data on the housing and service needs of unstably housed youth in the Yolo community. Youth count activities occurred during the same week as the regular count, but focused specifically on reaching at-risk youth in places they often hang out (like the library) or through activities they might want to participate in (like after-school pizza parties).

The general count and youth count planning groups coordinated closely throughout the planning process to ensure consistency. Data from the youth count was integrated into the general homeless count report, but can also be viewed in more detail in a separate report.

Successes:

This was the first youth count in Yolo County, and the Coordinators communicated regularly to ensure the efforts were well aligned.

Challenges:

Some of the language and questions in the general count and youth count surveys were different, making it difficult to combine the data after the count.

Recommended Improvements:

Ensure that youth survey and general survey are consistent when possible.

Appendix B: Homeless Count Data Tables

Yolo County Homeless Count (2015): Data					
TOTAL HOMELESS COUNT					
	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Sheltered	79	87	138	0	304
Unsheltered	52	80	54	8	194
Combined	131	167	192	8	498
HOMELESS COUNT OVER TIME					
	2007	2009	2011	2013	2015
Davis	53	80	69	91	79
West Sacramento	31	29	19	39	87
Woodland	144	93	117	146	138
Winters and Rural	0	0	0	0	0
Sheltered	228	202	205	276	304
Davis	33	34	48	23	52
West Sacramento	107	201	173	126	80
Woodland	37	52	34	40	54
Winters and Rural	9	2	8	9	8
Unsheltered	186	289	263	198	194
Davis	86	114	117	114	131
West Sacramento	138	230	192	165	167
Woodland	181	145	151	186	192
Winters and Rural	9	2	8	9	8
Combined	414	491	468	474	498
DEMOGRAPHICS					
HOUSEHOLD STATUS	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
# of Individuals	37	44	77	0	158
# of Households with Children	11	10	15	0	36
<i>People in Households w/Children</i>	40	33	53	0	126
# of Households without Children	1	5	4	0	10
<i>People in Households w/no Children</i>	2	10	8	0	20
Sheltered					304
# of Individuals	48	60	45	8	161
# of Households with Children	0	1	1	0	2
<i>People in Households w/Children</i>	0	2	5	0	7
# of Households without Children	2	7	2	0	11
<i>People in Households w/no Children</i>	4	18	4	0	26
Unsheltered					194
# of Individuals	85	104	122	8	319
# of Households with Children	11	11	16	0	38
<i>People in Households w/Children</i>	40	35	58	0	133
# of Households without Children	3	12	6	0	21
<i>People in Households w/no Children</i>	6	28	12	0	46
Combined					498

Appendix B: Homeless Count Data Tables

AGE	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Children (0-17)	12	18	26	0	56
Young Adults (18-24)	4	2	12	0	18
Adults (25-54)	28	50	72	0	150
Older Adults (55+)	13	13	21	0	47
Unknown	22	4	7	0	33
Sheltered					304
Children (0-17)	1	4	3	0	8
Young Adults (18-24)	10	13	8	1	32
Adults (25-54)	32	47	36	7	122
Older Adults (55+)	9	13	2	0	24
Unknown	0	3	5	0	8
Unsheltered					194
Children (0-17)	13	22	29	0	64
Young Adults (18-24)	11	15	20	1	47
Adults (25-54)	60	97	108	7	272
Older Adults (55+)	22	26	23	0	71
Unknown	22	7	12	0	41
Combined	128	167	192	8	498
GENDER	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Male	44	44	79	0	167
Female	28	43	54	0	125
Unknown	7	0	5	0	12
Sheltered					304
Male	43	49	37	5	134
Female	8	30	10	3	51
Unknown	1	1	7	0	9
Unsheltered					194
Male	87	93	116	5	301
Female	36	73	64	3	176
Unknown	8	1	12	0	21
Combined	128	167	192	8	498
VETERAN	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	8	7	12	0	27
No	34	55	85	0	174
Unknown	37	25	41	0	103
Sheltered					304
Yes	6	5	5	1	17
No	20	37	23	1	81
Unknown	26	38	26	6	96
Unsheltered					194
Yes	14	12	17	1	44
No	54	92	108	1	255
Unknown	63	63	67	6	199
Combined					498

Appendix B: Homeless Count Data Tables

PREGNANT	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	0	2	7	0	9
No	23	43	94	0	160
Unknown	56	42	37	0	135
Sheltered					304
Yes	0	6	2	0	8
No	26	26	26	2	80
Unknown	26	48	26	6	106
Unsheltered					194
Yes	0	8	9	0	17
No	49	69	120	2	240
Unknown	82	90	63	6	241
Combined					498
RACE/ETHNICITY	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
White	33	35	67	0	135
Hispanic/Latino	1	0	19	0	20
African American	16	13	22	0	51
Asian	0	0	1	0	1
American Indian/ Alaska Native	0	0	0	0	0
Hawaiian/ Pacific Islander	0	1	2	0	3
Multiple Races	25	13	22	0	60
Unknown	4	25	5	0	34
Sheltered					304
White	22	34	14	2	72
Hispanic/Latino	2	5	7	0	14
African American	1	5	1	0	7
Asian	0	0	0	0	0
American Indian/ Alaska Native	0	1	0	0	1
Hawaiian/ Pacific Islander	1	0	0	0	1
Multiple Races	3	6	6	0	15
Unknown	23	29	26	6	84
Unsheltered					194
White	55	69	81	2	207
Hispanic/Latino	3	5	26	0	34
African American	17	18	23	0	58
Asian	0	0	1	0	1
American Indian/ Alaska Native	0	1	0	0	1
Hawaiian/ Pacific Islander	1	1	2	0	4
Multiple Races	28	19	28	0	75
Unknown	27	54	31	6	118
Combined	128	167	192	8	498
LONG TERM OR FREQUENTLY HOME-LESS W/ DISABILITY	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	19	32	39	0	90
No	19	32	59	0	110
Unknown	41	23	40	0	104
Sheltered					304
Yes	7	16	18	1	42
No	24	28	15	1	68
Unknown	21	36	21	6	84
Unsheltered					194
Yes	26	48	57	1	132
No	43	60	74	1	178
Unknown	62	59	61	6	188
Combined					498

Appendix B: Homeless Count Data Tables

LENGTH OF STAY AT CURRENT LOCATION	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Less than 1 month	9	11	51	0	71
1-12 months	65	63	81	0	209
1-5 years	2	7	0	0	9
6-10 years	0	0	0	0	0
11+ Years	0	0	0	0	0
Unknown	3	6	6	0	15
Sheltered					304
Less than 1 month	14	18	17	1	50
1-12 months	6	14	7	1	28
1-5 years	8	3	7	0	18
6-10 years	1	2	1	0	4
11+ Years	0	2	1	0	3
Unknown	23	41	21	6	91
Unsheltered					194
Less than 1 month	23	29	68	1	121
1-12 months	71	77	88	1	237
1-5 years	10	10	7	0	27
6-10 years	1	2	1	0	4
11+ Years	0	2	1	0	3
Unknown	26	47	27	6	106
Combined					498
LENGTH OF STAY IN YOLO COUNTY	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Less than 1 year	50	9	44	0	103
1-5 years	11	18	7	0	36
6-10 years	3	15	1	0	19
11+ Years	10	21	43	0	74
Unknown	5	24	43	0	72
Sheltered					304
Less than 1 year	3	6	0	0	9
1-5 years	6	4	0	0	10
6-10 years	2	2	0	0	4
11+ Years	10	16	0	1	27
Unknown	31	52	54	7	144
Unsheltered					194
Less than 1 year	53	15	44	0	112
1-5 years	17	22	7	0	46
6-10 years	5	17	1	0	23
11+ Years	20	37	43	1	101
Unknown	36	76	97	7	213
Combined					498
LONG TERM OR FREQUENTLY HOMELESS	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	50	75	74	0	199
No	5	7	55	0	67
Unknown	24	5	9	0	38
Sheltered					304
Yes	27	38	24	2	91
No	3	15	5	0	23
Unknown	22	27	25	6	80
Unsheltered					194
Yes	77	113	98	2	290
No	8	22	60	0	90
Unknown	46	32	34	6	115
Combined					498

Appendix B: Homeless Count Data Tables

HEALTH STATUS					
PTSD	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	25	15	26	0	66
No	13	36	62	0	111
Unknown	41	36	50	0	127
Sheltered					304
Yes	4	19	6	1	30
No	27	26	24	1	78
Unknown	21	35	24	6	86
Unsheltered					194
Yes	29	34	32	1	96
No	40	62	86	1	189
Unknown	62	71	74	6	213
Combined					498
HOMELESS STATUS					
SLEEPING LOCATION	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Emergency Shelter	56	49	53	0	158
Transitional Housing	24	38	85	0	147
Sheltered					304
Outside	26	42	27	1	96
Car or Camper	3	2	7	0	12
Someone else's home (<i>outside or garage</i>)	2	3	1	0	6
RV with no perm hookups	0	1	0	1	2
Unknown (<i>Assumed unsheltered</i>)	21	32	19	6	78
Unsheltered					194
SERIOUS MENTAL ILLNESS	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	18	23	26	0	67
No	18	40	69	0	127
Unknown	43	24	43	0	110
Sheltered					304
Yes	13	21	9	1	44
No	18	28	24	1	71
Unknown	21	31	21	6	79
Unsheltered					194
Yes	31	44	35	1	111
No	36	68	93	1	198
Unknown	64	55	64	6	189
Combined					498
SUBSTANCE ABUSE	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	23	26	58	0	107
No	13	36	39	0	88
Unknown	43	25	41	0	109
Sheltered					304
Yes	11	22	19	0	52
No	20	22	10	1	53
Unknown	21	36	25	7	89
Unsheltered					194
Yes	34	48	77	0	159
No	33	58	49	1	141
Unknown	64	61	66	7	198
Combined					498

Appendix B: Homeless Count Data Tables

DEVELOPMENTAL DISABILITY	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	2	8	8	0	18
No	36	47	85	0	168
Unknown	41	32	45	0	118
Sheltered					304
Yes	3	11	4	0	18
No	28	33	25	2	88
Unknown	21	36	25	6	88
Unsheltered					194
Yes	5	19	12	0	36
No	64	80	110	2	256
Unknown	62	68	70	6	206
Combined					498
PHYSICAL ILLNESS OR DISABILITY	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	6	19	3	0	28
No	32	38	89	0	159
Unknown	41	30	46	0	117
Sheltered					304
Yes	4	21	14	0	39
No	27	23	15	2	67
Unknown	21	36	25	6	88
Unsheltered	52	80	54		194
Yes	10	40	17	0	67
No	59	61	104	2	226
Unknown	62	66	71	6	205
Combined					498
BENEFIT STATUS					
HEALTH BENEFITS	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	29	42	76	0	147
No	3	17	12	0	32
Unknown	47	28	50	0	125
Sheltered					304
Yes	13	27	19	1	60
No	11	7	7	0	25
Unknown	28	46	28	7	109
Unsheltered					194
Yes	42	69	95	1	207
No	14	24	19	0	57
Unknown	75	74	78	7	234
Combined					498
DISABILITY BENEFITS	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	8	7	13	0	28
No	30	51	76	0	157
Unknown	41	29	49	0	117
Sheltered					304
Yes	4	7	4	0	15
No	19	26	20	1	66
Unknown	29	47	30	7	113
Unsheltered					194
Yes	12	14	17	0	43
No	49	77	96	1	223
Unknown	70	76	79	7	232
Combined					498

Appendix B: Homeless Count Data Tables

CO-OCCURRING HEALTH ISSUES (PTSD, Mental Illness, Substance Abuse, Developmental Disability, Physical Illness or Disability)					
	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
None	5	17	32	0	54
1	13	16	35	0	64
2	11	20	10	0	41
3	8	8	16	0	32
4	1	0	2	0	3
5	2	2	2	0	6
Unknown	39	24	41	0	104
Sheltered					304
None	11	11	4	1	27
1	10	7	13	0	30
2	6	12	7	1	26
3	1	5	4	0	10
4	3	5	1	0	9
5	0	5	1	0	6
Unknown	21	35	24	6	86
Unsheltered					194
None	16	28	36	1	81
1	23	23	48	0	94
2	17	32	17	1	67
3	9	13	20	0	42
4	4	5	3	0	12
5	2	7	3	0	12
Unknown	60	59	65	6	190
Combined					498
POTENTIAL BARRIERS TO HOUSING					
PET OWNERSHIP	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	0	29	4	0	33
No	75	56	126	0	257
Unknown	4	2	8	0	14
Sheltered					304
Yes	8	10	3	0	21
No	16	33	27	1	77
Unknown	28	37	24	7	96
Unsheltered					194
Yes	8	39	7	0	54
No	91	89	153	1	334
Unknown	32	39	32	7	110
Combined					498
PREVIOUS INCARCERATION	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	14	25	53	0	92
No	9	10	34	0	53
Unknown	56	52	51	0	159
Sheltered					304
Yes	20	35	27	2	84
No	11	11	3	0	25
Unknown	21	34	24	6	85
Unsheltered					194
Yes	34	60	80	2	176
No	20	21	37	0	78
Unknown	77	86	75	6	244
Combined					498

Appendix B: Homeless Count Data Tables

PREVIOUS EVICTIONS/BANKRUPTCIES	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	12	9	25	0	46
No	6	20	52	0	78
Unknown	61	58	61	0	180
Sheltered					304
Yes	7	16	9	0	32
No	17	19	17	1	54
Unknown	28	45	28	7	108
Unsheltered					194
Yes	19	25	34	0	78
No	23	39	69	1	132
Unknown	89	103	89	7	288
Combined					498
HAS BEEN IN FOSTER CARE	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	2	13	3	0	18
No	16	18	91	0	125
Unknown	61	56	44	0	161
Sheltered					304
Yes	8	9	6	1	24
No	23	36	25	1	85
Unknown	21	35	23	6	85
Unsheltered					194
Yes	10	22	9	1	42
No	39	54	116	1	210
Unknown	82	91	67	6	246
Combined					498
HAS BEEN IN ABUSIVE RELATIONSHIP	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	18	14	25	0	57
No	7	15	59	0	81
Unknown	54	58	54	0	166
Sheltered					304
Yes	5	20	15	1	41
No	18	12	11	0	41
Unknown	29	48	28	7	112
Unsheltered					194
Yes	23	34	40	1	98
No	25	27	70	0	122
Unknown	83	106	82	7	278
Combined					498
DESIRES PERMANENT HOUSING	Davis	West Sacramento	Woodland	Winters & Rural	Total Countywide
Yes	25	60	86	0	171
No	1	1	5	0	7
Unknown	53	26	47	0	126
Sheltered					304
Yes	15	36	22	1	74
No	7	4	4	0	15
Unknown	30	40	28	7	105
Unsheltered					194
Yes	40	96	108	1	245
No	8	5	9	0	22
Unknown	83	66	75	7	231
Combined					498

Appendix C: Surveys

2015 Yolo Homeless Count

UNSHeltered Count

January 26, 2015

Instructions: Survey questions should be completed based on an in-person interview with a willing adult. If the individual is a minor head of household or belongs to a household with no person over age 24, please switch to the youth survey form.

Introduce yourself: Hello, my name is (FIRST NAME), and I am conducting a brief housing survey. The survey will only take a few moments, is confidential, and will help us to bring more resources to people with housing needs in the area. **May I ask you a few questions about your housing and service needs?** ☐ Yes ☐ No

*** If NO, stop survey and complete Visual Count Form if the person appears to be homeless***

Have you already taken this survey in the last few days? ☐ Yes ☐ No **If yes, please discontinue survey**

Are you and everyone in your household under age 25? ☐ Yes ☐ No **If yes, please use youth version of form**

Unique ID: Initials _____ Birth Month _____ Birth Year _____

1. Where did you sleep last night/ Monday night/ night of the 26th?

CONTINUE SURVEY if below are mentioned....	STOP SURVEY if below are mentioned....
☐ Outside (such as parks, sidewalk, underpasses, camping)	☐ Own home (such as house, apartment, mobile home)
☐ Someone else's home (Outside or in a garage)	☐ Someone else's home (Inside)
☐ Motel (Paid for by public/private agency because homeless)	☐ Motel (paid for with own money)
☐ Jail (If released at midnight and then no shelter)	☐ Jail or prison
☐ Abandoned building, garage, shed	☐ Treatment program
☐ Car or camper	☐ Subsidized permanent housing program
☐ RV (with no permanent hookups, no permanent home)	
☐ Emergency shelter _____	
☐ Transitional Housing _____	

2. How long have you been sleeping there? _____

3. Was where you slept within the limits of:

☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated Yolo ☐ Unknown

4. IF YES to # 3, how long have you lived in Yolo County? _____

5. **Do you have any pets?** ☐ Yes ☐ No ☐ Unknown _____ How many? _____ What types?

6. **What is the main reason you live here?** _____

7. How many people live with you (including you)?

A. Total number of persons: _____ B. Age 25 or older: _____ Age 18-24: _____ Under 18: _____

The answers in B should total the number of persons in A

	Adult 1	Adult 2	Child 1	Child 2	Child 3	Child 4	Child 5
Initials	_____	_____	_____	_____	_____	_____	_____
Age	_____	_____	_____	_____	_____	_____	_____
Gender							
Female	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____
Transgender: Male to female	_____	_____	_____	_____	_____	_____	_____
Transgender: Female to male	_____	_____	_____	_____	_____	_____	_____
Race (Check all that apply)							
White	_____	_____	_____	_____	_____	_____	_____
Black or African American	_____	_____	_____	_____	_____	_____	_____
Asian	_____	_____	_____	_____	_____	_____	_____
American Indian/Alaska Native	_____	_____	_____	_____	_____	_____	_____
Native Hawaiian/Pacific Islander	_____	_____	_____	_____	_____	_____	_____
Ethnicity							
Non-Hispanic/Non-Latino	_____	_____	_____	_____	_____	_____	_____
Hispanic/Latino	_____	_____	_____	_____	_____	_____	_____
Pregnant (Write Yes or No)	_____	_____	_____	_____	_____	_____	_____

Questions for Adult 1:

Unique ID: Initials _____ Birth Month _____ Birth Year _____

1. Have you been continuously homeless for the past 12 months or more? ☐ Yes ☐ No ☐ Unknown
2. Have you been homeless at least 4 separate occasions in the last 3 years? ☐ Yes ☐ No ☐ Unknown

3. Do you consider yourself to have, or has someone else (such as a close friend, relative or health care professional) told you that you have any of the following:				IF YES: Does this severely interfere with your life (keep you from holding a job, getting and keeping housing, etc.)		
	Yes	No	Unknown	Yes	No	Unknown
Serious mental health issue	_____	_____	_____	_____	_____	_____
Post-Traumatic Stress Disorder	_____	_____	_____	_____	_____	_____
Substance abuse issue	_____	_____	_____	_____	_____	_____
Developmental disability	_____	_____	_____	_____	_____	_____
Physical illness or disability	_____	_____	_____	_____	_____	_____

4. Have you ever served in the US Military? ☐ Yes ☐ No ☐ Unknown
5. Were you activated into the National Guard or Reserve? ☐ Yes ☐ No ☐ Unknown
6. Do you receive any disability benefits (such as SSI, SDI or Veteran's Benefits)? ☐ Yes ☐ No ☐ Unknown
7. Are you or have you ever been in an abusive relationship? ☐ Yes ☐ No ☐ Unknown
8. Did you ever live in foster care or a group home? ☐ Yes ☐ No ☐ Unknown
9. **IF YES to # 8**, were you in care at age 18 or older? ☐ Yes ☐ No ☐ Unknown
10. Do you have health insurance (includes Medi-Cal)? ☐ Yes ☐ No ☐ Unknown
11. Have you ever been incarcerated? ☐ Yes ☐ No ☐ Unknown
12. Do you have any evictions or bankruptcies? ☐ Yes ☐ No ☐ Unknown
13. Do you desire permanent housing? ☐ Yes ☐ No ☐ Unknown

Questions for Adult 2:

Unique ID: Initials _____ Birth Month _____ Birth Year _____

1. Have you been continuously homeless for past 12 months or more? ☐ Yes ☐ No ☐ Unknown
2. Have you been homeless at least 4 separate occasions in the last 3 years? ☐ Yes ☐ No ☐ Unknown

3. Do you consider yourself to have, or has someone else (such as a close friend, relative or health care professional) told you that you have any of the following:				IF YES: Does this severely interfere with your life (keep you from holding a job, getting and keeping housing, etc.)		
	Yes	No	Unknown	Yes	No	Unknown
Serious mental health issue	_____	_____	_____	_____	_____	_____
Post-Traumatic Stress Disorder	_____	_____	_____	_____	_____	_____
Substance abuse issue	_____	_____	_____	_____	_____	_____
Developmental disability	_____	_____	_____	_____	_____	_____
Physical illness or disability	_____	_____	_____	_____	_____	_____

4. Have you ever served in the US Military? ☐ Yes ☐ No ☐ Unknown
5. Were you activated into the National Guard or Reserve? ☐ Yes ☐ No ☐ Unknown
6. Do you receive any disability benefits (such as SSI, SDI or Veteran's Benefits)? ☐ Yes ☐ No ☐ Unknown
7. Are you or have you ever been in an abusive relationship? ☐ Yes ☐ No ☐ Unknown
8. Did you ever live in foster care or a group home? ☐ Yes ☐ No ☐ Unknown
9. **IF YES to # 8**, were you in care at age 18 or older? ☐ Yes ☐ No ☐ Unknown
10. Do you have health insurance (includes Medi-Cal)? ☐ Yes ☐ No ☐ Unknown
11. Have you ever been incarcerated? ☐ Yes ☐ No ☐ Unknown
12. Do you have any evictions or bankruptcies? ☐ Yes ☐ No ☐ Unknown
13. Do you desire permanent housing? ☐ Yes ☐ No ☐ Unknown

AGENCY: _____ PROGRAM: _____

LOCATION: ☐ Davis ☐ West Sacramento ☐ Winters ☐ Woodland ☐ Rural/Unincorporated YoloPROGRAM TYPE: ☐ Emergency Shelter ☐ Transitional

Instructions: Survey questions should be completed based on an in-person interview with a willing adult. If the individual is a **minor head of household** or belongs to a **household with no person over age 24**, please switch to the youth survey form. If an in-person interview is not an option, please complete all possible questions based on the person's case files.

Introduce yourself: Hello, my name is (FIRST NAME), and I am conducting a brief housing survey. The survey will only take a few moments, is confidential, and will help us to bring more resources to people with housing needs in the area. **May I ask you a few questions about your housing and service needs?** ☐ Yes ☐ No

*** If NO, stop in-person survey and complete information possible with client case file***

Have you already taken this survey in the last few days? ☐ Yes ☐ No

Are you and everyone in your household under age 25? ☐ Yes ☐ No **If yes, please use youth version of form**

Unique ID: Initials _____ Birth Month _____ Birth Year _____

- How long have you been staying here? _____
- How long have you lived in Yolo County? _____
- What is the main reason you live in Yolo County? _____
- Do you have any pets? ☐ Yes ☐ No ☐ Unknown _____ How many? _____ What types? _____

5. How many people live with you (including you)?

A. Total number of persons: _____

B. Age 25 or older: _____ Age 18-24: _____ Under 18: _____

The answers in B should total the number of persons in A

	Adult 1	Adult 2	Child 1	Child 2	Child 3	Child 4	Child 5
Initials	_____	_____	_____	_____	_____	_____	_____
Age	_____	_____	_____	_____	_____	_____	_____
Gender							
Female	_____	_____	_____	_____	_____	_____	_____
Male	_____	_____	_____	_____	_____	_____	_____
Transgender: Male to female	_____	_____	_____	_____	_____	_____	_____
Transgender: Female to male	_____	_____	_____	_____	_____	_____	_____
Race (Check all that apply)							
White	_____	_____	_____	_____	_____	_____	_____
Black or African American	_____	_____	_____	_____	_____	_____	_____
Asian	_____	_____	_____	_____	_____	_____	_____
American Indian/Alaska	_____	_____	_____	_____	_____	_____	_____
Native							
Native Hawaiian/Pacific	_____	_____	_____	_____	_____	_____	_____
Islander							
Ethnicity							
Non-Hispanic/Non-Latino	_____	_____	_____	_____	_____	_____	_____
Hispanic/Latino	_____	_____	_____	_____	_____	_____	_____
Pregnant (Write Yes or No)	_____	_____	_____	_____	_____	_____	_____

Questions for Adult 1:

Unique ID: Initials _____ Birth Month _____ Birth Year _____

1. Have you been continuously homeless for 12 months or more? ☐ Yes ☐ No ☐ Unknown
2. Have you been homeless at least 4 separate occasions in the last 3 years? ☐ Yes ☐ No ☐ Unknown

3. Do you consider yourself to have, or has someone else (such as a close friend, relative or health care professional) told you that you have any of the following:				IF YES: Does this severely interfere with your life (keep you from holding a job, getting and keeping housing, etc.)		
	Yes	No	Unknown	Yes	No	Unknown
Serious mental health issue	_____	_____	_____	_____	_____	_____
Post-Traumatic Stress Disorder	_____	_____	_____	_____	_____	_____
Substance abuse issue	_____	_____	_____	_____	_____	_____
Developmental disability	_____	_____	_____	_____	_____	_____
Physical illness or disability	_____	_____	_____	_____	_____	_____

4. Have you ever served in the US Military? ☐ Yes ☐ No ☐ Unknown
5. Were you activated into the National Guard or Reserve? ☐ Yes ☐ No ☐ Unknown
6. Do you receive any disability benefits (such as SSI, SDI or Veteran's Benefits)? ☐ Yes ☐ No ☐ Unknown
7. Are you or have you ever been in an abusive relationship? ☐ Yes ☐ No ☐ Unknown
8. Did you ever live in foster care or a group home? ☐ Yes ☐ No ☐ Unknown
9. **IF YES to # 8**, were you in care at age 18 or older? ☐ Yes ☐ No ☐ Unknown
10. Do you have health insurance (includes Medi-Cal)? ☐ Yes ☐ No ☐ Unknown
11. Have you ever been incarcerated? ☐ Yes ☐ No ☐ Unknown
12. Do you have any evictions or bankruptcies? ☐ Yes ☐ No ☐ Unknown
13. Do you desire permanent housing? ☐ Yes ☐ No ☐ Unknown

Questions for Adult 2:

Unique ID: Initials _____ Birth Month _____ Birth Year _____

1. Have you been continuously homeless for 12 months or more? ☐ Yes ☐ No ☐ Unknown
2. Have you been homeless at least 4 separate occasions in the last 3 years? ☐ Yes ☐ No ☐ Unknown

3. Do you consider yourself to have, or has someone else (such as a close friend, relative or health care professional) told you that you have any of the following:				IF YES: Does this severely interfere with your life (keep you from holding a job, getting and keeping housing, etc.)		
	Yes	No	Unknown	Yes	No	Unknown
Serious mental health issue	_____	_____	_____	_____	_____	_____
Post-Traumatic Stress Disorder	_____	_____	_____	_____	_____	_____
Substance abuse issue	_____	_____	_____	_____	_____	_____
Developmental disability	_____	_____	_____	_____	_____	_____
Physical illness or disability	_____	_____	_____	_____	_____	_____

4. Have you ever served in the US Military? ☐ Yes ☐ No ☐ Unknown
5. Were you activated into the National Guard or Reserve? ☐ Yes ☐ No ☐ Unknown
6. Do you receive any disability benefits (such as SSI, SDI or Veteran's Benefits)? ☐ Yes ☐ No ☐ Unknown
7. Are you or have you ever been in an abusive relationship? ☐ Yes ☐ No ☐ Unknown
8. Did you ever live in foster care or a group home? ☐ Yes ☐ No ☐ Unknown
9. **IF YES to # 8**, were you in care at age 18 or older? ☐ Yes ☐ No ☐ Unknown
10. Do you have health insurance (includes Medi-Cal)? ☐ Yes ☐ No ☐ Unknown
11. Have you ever been incarcerated? ☐ Yes ☐ No ☐ Unknown
12. Do you have any evictions or bankruptcies? ☐ Yes ☐ No ☐ Unknown
13. Do you desire permanent housing? ☐ Yes ☐ No ☐ Unknown

<i>2015 Yolo Homeless Count</i>	VISUAL COUNT	<i>January 26, 2015</i>
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Date of Interview:	☐ 1/27	☐ 1/28	☐ 1/29	☐ 1/30
General Location of Interview:	☐ Davis	☐ West Sacramento	☐ Woodland	☐ Rural _____
Details about the Location: _____				

Instructions: Complete one form per individual or family that you believe is homeless. Complete the visual count information based on your observation, **ONLY** for individuals that are unsafe to approach, or are unable or unwilling to participate in the survey.

Record the Number of People (by Age and Gender):				
	Under 18	18-24	24-55	55+
Male	_____	_____	_____	_____
Female	_____	_____	_____	_____
Gender Unknown	_____	_____	_____	_____

Describe the location and appearance of the person:

<i>2015 Yolo Homeless Count</i>	VISUAL COUNT	<i>January 26, 2015</i>
---------------------------------	---------------------	-------------------------

Date of Interview:	☐ 1/27	☐ 1/28	☐ 1/29	☐ 1/30
General Location of Interview:	☐ Davis	☐ West Sacramento	☐ Woodland	☐ Rural _____
Details about the Location: _____				

Instructions: Complete one form per individual or family that you believe is homeless. Complete the visual count information based on your observation, **ONLY** for individuals that are unsafe to approach, or are unable or unwilling to participate in the survey.

Record the Number of People (by Age and Gender):				
	Under 18	18-24	24-55	55+
Male	_____	_____	_____	_____
Female	_____	_____	_____	_____
Gender Unknown	_____	_____	_____	_____

Describe the location and appearance of the person:

<i>2015 Yolo Homeless Count</i>	VISUAL COUNT	<i>January 26, 2015</i>
---------------------------------	---------------------	-------------------------

Date of Interview:	☐ 1/27	☐ 1/28	☐ 1/29	☐ 1/30
General Location of Interview:	☐ Davis	☐ West Sacramento	☐ Woodland	☐ Rural _____
Details about the Location: _____				

Instructions: Complete one form per individual or family that you believe is homeless. Complete the visual count information based on your observation, **ONLY** for individuals that are unsafe to approach, or are unable or unwilling to participate in the survey.

Record the Number of People (by Age and Gender):				
	Under 18	18-24	24-55	55+
Male	_____	_____	_____	_____
Female	_____	_____	_____	_____
Gender Unknown	_____	_____	_____	_____

Describe the location and appearance of the person:

HOUSING SERVICES		
Type of Service	Program Information	Organization
Transitional Housing	Housing support services for former foster care or probation youth (ages 18 - 24) to transition from out-of-home placements to independent living. THP-Plus provides services like job training, educational support, & counseling.	Department of Employment and Social Services Program: Transitional Housing Placement Plus Address: 25 N. Cottonwood St., Woodland Phone: 530-666-8441
	Serves 8 homeless families for a maximum of 18 months	Davis Community Meals Program: Family Transitional Housing Address: 1111 H Street, Davis, CA 95616 Phone: 530-753-9204
	Serves up to 16 individuals; 12 men and 4 women. Individuals may stay in the program for up to 18 months. Provides intensive case management, supportive services, life skills, counseling, employment assistance, and assistance finding housing.	Davis Community Meals Program: H Street Shelter Address: 1111 H Street, Davis, CA 95616 Phone: 530-753-9204
	Serves 10 families; Provide case management, life skills classes, parenting classes, job training, child care, medical and transportation services	United Christian Centers Program: Transitional Housing Address: 110 6th St., West Sacramento Phone: 916-372-0200 x 1300
	8 units of transitional housing for ADMH clients: 4 units in Woodland / 4 units in West Sacramento	Yolo County Housing Address: 147 W. Main St, Woodland Phone: 530-662-5428
Affordable Housing	Operates several multi-family affordable housing communities throughout Yolo County	Community Housing Opportunities Corporation Address: 5030 Business Center Dr, #260, Fairfield Phone: 707-759-6053
	Operates sustainable housing for low income families	Mutual Housing California Address: 8001 Fruitridge Rd, Suite A, Sacramento Phone: 916-453-8400
	Provides low cost housing: Section 8 Vouchers, Project-Based Vouchers, and housing for migrant workers during growing seasons	Yolo County Housing Address: 147 W. Main St, Woodland Phone: 530-662-5428
Emergency shelter	31 bed emergency shelter for women and children escaping domestic violence, sexual abuse, or human trafficking. Offers therapeutic services and case management	Empower Yolo Address: 175 Walnut Street, Woodland Phone: 530-662-1133 or 916-371-1907
Transitional Housing Emergency Shelter	55 housing units-- Provides intensive case management	Fourth & Hope Program: Family Transitional Program Address: 207 Fourth St, Woodland Phone: 530-661-1218
Cold Weather Shelter	Serves 10 individuals-- 8 men and 2 women-- Open from mid-November through March 31	Davis Community Meals Program: Cold Weather Shelter Address: 512 5th Street, Davis, CA 95616 Phone: 530-753-9204
Mental Illness/Substance Abuse		
Permanent supportive housing	19 special needs apartments in a 52-unit complex-- For extremely low income and fixed income individuals with mental and/or physical disabilities, including substance abuse	Davis Community Meals Program: Cesar Chavez Plaza Permanent Supportive Housing Address: 1220 Olive Drive, Davis, CA 95616 Phone: 530-753-9204
Supportive housing (mental illness)	For adults with mental illness / chronic homelessness-- Provides living skills, community integration, volunteer work opportunities, collaboration with the Yolo Mental Health Wellness Team	Turning Point Community Programs Program: Yolo Housing Support Services Address: 212 I Street, Davis, CA 95616 Phone: 530-758-4078

Permanent Supportive housing (mental illness)	Housing and life skill support for individuals with major mental illness at 5 independent houses and two apartment complexes in Davis and Woodland.	Yolo Community Care Continuum (YCCC) Program: Supportive Housing Address: 168 College Street, Woodland Phone: 530-666-7798
Supportive Housing (substance abuse) Transitional Housing (substance abuse)	45-bed residential <u>substance abuse program</u> that uses the 12-step model. Provides individual and group counseling, offers courses on various life skills / 22-bed <u>transitional program</u> for clients in various stages of recovery.	Cache Creek Lodge Address: 435 Aspen St., Woodland Phone: 530-662-5727
Supportive Housing (substance abuse)	Residential substance abuse program that provides employment assistance, stable housing, and cognitive behavioral therapy	Fourth & Hope Program: Walter's House Address: PO Box 1248, Woodland Phone: 530-661-1218
Transitional Residential Treatment Program (mental illness)	Adults live and work at the Farmhouse for long-term residential treatment; learn life skills to transition to independent living.	Yolo Community Care Continuum Program: The Farmhouse Address: PO Box 431, Davis, CA Phone: 530-753-1653

FOOD SERVICES		
Free meals		
Type of Service	Program Information	Agency
Breakfast	Breakfast provided on the last Sunday of the month-- 8:30-9:15am-- Must be West Sacramento resident	First Southern Church of West Sacramento Address: 2124 Michigan Blvd, West Sacramento Phone: 916-371-2111
Lunch	Daily from 12:45-1:45pm at 500 A. Jefferson Blvd, West Sacramento (DESS Building)	West Sacramento Mercy Coalition
Lunch	Monday-Friday 11:30am-12pm	Davis Community Church Address: 412 C St., Davis Phone: 530-753-2894
Dinner	Monday-Friday 5:30-6:30pm Saturday, Sunday 3-3:30pm	Fourth & Hope Address: 238 W. Beamer Street, Woodland Phone: 530-661-1218
	Daily 6-9pm-- Vegetarian	Gurdwara Sikh Temple Address: 2301 Evergreen Ave (Langer Hall), West Sacramento Phone: 916-868-7224
	Tuesdays, Thursdays 5:45pm-6:30pm Saturday 11:30am-12:15pm	Davis Community Meals Program: Dinner at St. Martin's Episcopal Church Address: 640 Hawthorn Lane, Davis Phone: 530-753-9204
Food Distribution		
	Distributes food the 2nd and 4th Wednesday of each month	Calvary Chapel Address: 9974 Main St., Zamora Phone: 530-867-2692
	Wednesday 9am-12pm and Friday 3-5pm Provides enough food to last 1-3 days-- Apply by phone	Countryside Community Church Address: 26479 Grafton St., Esparto Phone: 530-787-4110
	Monday 9am	Fourth and Hope Address: 238 W Beamer Street, Woodland Phone: 530-661-1218
	1st and 3rd Wednesday of each month at 10am	First Baptist Church of Winters Address: 512 First Street, Winters Phone: 530-795-2821
	Provides 3 days of food-- Limited to 6 times per year	First Southern Church of West Sacramento Address: 2124 Michigan Blvd, West Sacramento Phone: 916-371-2111

Food Distribution	Distributes the 1st and 3rd Thursdays of each month; 10-11:30am	Manna House Food Pantry Address: 6th and Mill St., Knights Landing Phone: 530-632-4690 or 530-735-6227 Email: jmmccorkell@att.net
	Wednesday 9-11am-- Sunday mornings Call for emergency food at other times	New Discover Christian Church Address: 600 F St., West Sacramento Phone: 916-660-3784
	Thursday 9-11am	Pole Line Road Baptist Church Address: 770 Pole Line Rd., Davis Phone: 530-753-4315
	Call for distribution	St. James Catholic Church Address: 1275 B St., Davis Phone: 530-756-3636
	Monday, Wednesday, Friday 4-5pm-- Enough food for 3 days (3 meals a day)-- Referral needed from public or non-profit agency preferred, exceptions made	St. Vincent de Paul Holy Cross Church Address: 1321 Anna St., West Sacramento Phone: 916-373-3318
	Provides food boxes and other stable commodities from Raley's Food for Families. Weekly, Wednesday 8:00 -11:00am, except the first week of the month, when it takes place from Thursday 8:00 -11:00am.	United Christian Centers Address: 110 6th Street, West Sacramento Phone: 916-372-0200 x 1300
	1st and last Tuesday of every month from 10:30 - 12:00	Yolo County Children's Alliance Address: Clarksburg Community Church 52910 Netherlands Ave, Clarksburg
	Friday 11am-12:30pm	Yolo County Children's Alliance Address: 637 Todhunter Ave Rm. 21B, West Sacramento Phone: 916-572-0560
	Distributions in West Sacramento for residents only on 3rd Tuesday each month at 3 locations: (1) County Building, 500 Jefferson Blvd, 9-10 am-- (2) Trinity Presbyterian Church, 1500 Park Blvd., 10:30-11:15am-- (3) Yolo Housing Authority, 685 Lighthouse Drive, 11am-12pm	Yolo Food Bank Address: 1244 Fortna Ave., Woodland Phone: 530-668-0690 Email: info@yolofoodbank.org
	Distributions monthly at 1.) El Rio Villas, 63 Shams Way in Winters; 2.) Las Casitas, 685 Lighthouse Drive, West Sacramento; 3.) Yolano Village, 1230 Lemen Avenue, Woodland.	Yolo County Housing Address: 147 W. Main St, Woodland Phone: 530-662-5428
	Seamless Summer Meal Program: free lunch meals five days a week (M-F) for low income children ages 0-18 at Yolano Village, 1230 Lemen Avenue, Woodland.	
	Monday-Friday 3:15-4:30pm (temporary service only)-- 3 days of food, 3 meals/days-- Referral from service agency or 211	Woodland Food Closet Address: 509 College St., Woodland Phone: 530-662-7020

SUPPORTIVE SERVICES		
Type of Service	Program Information	Agency
Clothing		
Clothing Closet	Open Monday - Thursday, 9:30- 3:30	A Helping Hand Address: St. Anthony Parish, 511 Main St., Winters Phone: 530-795-2230
	Offer clothing to people in need.	Seventh Day Adventist Church Address: 29 Elliot St., Woodland Phone: 530-662-2940
	Clothing and personal hygiene items for survivors of domestic violence and their children--- including professional and everyday clothing	Empower Yolo Address: 175 Walnut Street, Woodland Phone: 530-662-1133 or 916-371-1907
Day shelter	M-F 8am-4pm Access to food, showers, clothing, laundry facilities, personal hygiene products, telephone, computer, transportation arrangements, case management, referrals, housing assistance and mail address service.	Davis Community Meals Program: Resource Center/ Day Shelter Address: 1111 H Street, Davis, CA 95616
Emergency Childcare		

Emergency Day and Overnight Childcare	Provides overnight and day care to children ages 0-5 in families experiencing crisis. Also provides case management, assessment and referrals, life skills training, transportation, and care packages	EMQ Families First Program: Yolo Crisis Nursery Phone: 530-758-6680
Employment and Financial Assistance		
Employment / Training Services and One Stop	Pre-employment classes, on-the-job training, occupational skills training, work experience, and job seeker assistance for people who have been laid off, dislocated, and to youth ages 14-21.	Yolo County Department of Employment and Social Services Program: Workforce Investment Act and CalWorks Address: 25 N. Cottonwood St, Woodland 500 A. Jefferson Blvd, Suite 100, West Sacramento Phone: 530-661-2750 or 916-375-6200
CalWORKs / General Assistance	Program assists low income families with children ages 0-18 through monthly electronic benefit payments Temporary financial relief for Yolo County residents without other means of support--Limitations apply, and recipient may be required to participate in substance abuse treatment.	
SSI/SDI Enrollment	Regional SSI/SSDI disability enrollment program that expedites the enrollment of chronically homeless individuals in federal and state benefits programs	CommuniCare Health Centers Program: Specialized Multiple Advocates Resource Team-Yolo (SMART-Y)
Veteran Employment Assistance	Provides employment services including resume preparation, interview skills training, referral to employers, job coaching, and more.	Volunteers of America-Northern CA. Program: Homeless Veterans Reintegration Program (HVRP) Address: 10636 Schirra Avenue, Mather, CA Phone: 916-228-3153
Other services		
Crisis Response	Clinicians who provide support for individuals who come into contact with law enforcement during a psychiatric crisis.	Turning Point Community Programs Program: Community Based Crisis Response Address: 3440 Viking Dr, Ste. 114, Sacramento Phone: 916-364-8395
Educational Support	Assistance for homeless children and youth with school enrollment, attendance, obtaining school records and immunization records, school supplies, tutoring, parental consultations	Yolo County Office of Education Phone: 530-668-3791 or 530-668-3776
Housing Resource Coordination / Intensive Case Management	Provides assistance to people with mental illness for housing, case management, financial coaching, moving services, and assistance with credit checks, rental applications, landlord advocacy	Yolo Community Care Continuum (YCCC) Program: Housing NOW and Greater Access Address: 168 College Street, Woodland Phone: 530-555-7798
Legal Services and Referrals	Free civil legal services for low income Yolo County residents and anyone 60+ / Support for issues such as income maintenance, consumer law, health care law, employment law, education rights, senior issues, and family safety and stability.	Legal Services of Northern California Address: 619 North Street, Woodland Phone: 530-662-1065 or 916-447-5798
Prescription Assistance	Resource for immediate savings on prescription medications. Present your card with each prescription to the pharmacy at the time of purchase to receive your discount. Savings average 40% but can be as high as 75% on some generics. The card acts as a reusable prescription coupon on all FDA approved medicines.	FamilyWise Prescription Savings Card Apply by phone, or text "family" to 700700 to receive a free FamilyWise card. To print a card, look up medication costs or participating pharmacies, visit www.familywise.org .
SSI/SDI Enrollment	SSI/SSDI disability program that expedites enrollment of chronically homeless individuals in federal and state benefits programs	CommuniCare Health Centers Program: Specialized Multiple Advocates Resource Team-Yolo (SMART-Y) Website: www.communicarehc.org

HEALTHCARE SERVICES		
Type of Service	Program Information	Organization
Primary Healthcare		
Immunization Assistance Program	Provides low or no-cost immunizations to uninsured children and at risk populations for vaccine preventable diseases (\$10/shot- fee waived if unable to pay)-- Clinics held Mondays from 2-5pm (1st Monday- 500 A Jefferson Blvd, West Sacramento) (2nd, 3rd, 4th Mondays- 137 N. Cottonwood St, Woodland)	Yolo County Health Department Program: Car Seat Program Address: 137 N. Cottonwood St, Suite 2601, Woodland Phone: 666-8561

Medi-Cal	Provides health care coverage for qualifying low-income persons	<u>Yolo County Department of Employment and Social Services</u> Program: Medi-Cal Address: 25 N. Cottonwood St, Woodland Phone: 530-661-2750
Medi-Cal Application Assistance	Provides in-person or over-the-phone assistance with Medi-Cal applications and renewals. Assists with access and use of Medi-Cal benefits	<u>Center for Families</u> Address & Phone: 175 Walnut Street Woodland - 530-406-7221 441 D. Street, Davis - 530-757-1261 Website: www.yolofrc.org <u>RISE, Inc.</u> Address: 17317 Fremont St, Esparto Phone: 530-787-4110 <u>Yolo County Children's Alliance</u> Address and Phone: 25 N. Cottonwood, Woodland - 530-661-2648 637 Todhunter Avenue, Rm 21, West Sacramento 916-572-0560 600 A St, Suite Y, Davis - 530-757-5558
Physical Health	Provides primary health care, including Dental/Perinatal services, to uninsured/MediCal eligible adults/children through eight clinic sites in Yolo County.	<u>CommuniCare Health Centers Program</u> Program: Primary Health Care Address: West Sacramento (500 B Jefferson Blvd.) Davis (2051 John Jones Road) Woodland Hansen Clinic (215 West Beamer)

<i>Behavioral Health</i>		
Adult Specialty Mental Health Services	Mental health services for <i>Severely Mentally Ill adults</i> with Medi-Cal, including assessment, psychotherapy, targeted case management, plan development, collateral, rehabilitation and crisis intervention	<u>Yolo County Alcohol, Drug and Mental Health (ADMH)</u> Program: Specialty Mental Health Address: 137 N Cottonwood St., Woodland Phone: 530-666-8630
Children and Youth Specialty Mental Health Services	Specialty mental health services for children and youth with Medi-Cal who have Serious Emotional Disturbance, including therapy and medication support services	<u>Yolo County Alcohol, Drug and Mental Health (ADMH)</u> Program: Specialty Mental Health Address: 137 N Cottonwood St., Woodland Phone: 530-666-8630
Crisis Response and Evaluation	24-hour phone line to provide initial triage to address or stabilize the caller	<u>Yolo County Alcohol, Drug and Mental Health (ADMH)</u> Program: 24-Hour Crisis Response Address: 137 N Cottonwood St., Woodland Phone: 888-965-6647
Youth and Adult Mental Health and Substance Abuse Treatment	Mental health and substance abuse services for youth and adults includes assessment, individual and group therapy, outpatient substance abuse treatment services, outpatient stimulant de-tox.	<u>CommuniCare Health Centers Program</u> Program: Primary Health Care Address: West Sacramento (500 B Jefferson Blvd.) Davis (2051 John Jones Road) Woodland Hansen Clinic (215 West Beamer)

Ten Year Plan Commission

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: June 18, 2015
TO: Commissioners
FROM: Lisa A. Baker, Director
SUBJECT: **TEN YEAR PLAN REVISION**

RECOMMENDED ACTION:

Recommend that the Commissioners form the Working Group and Begin to draft the 10 Year Plan Revision, taking into consideration the possible topic areas. Further recommend that the Group bring back the framework and initial research in September with an initial working draft for discussion at its December meeting.

BACKGROUND/DISCUSSION:

Background

In 2010, the County and the four Cities adopted “One Piece at a Time: Ending and Preventing Homelessness for Yolo County Residents,” which currently serves as the 10 Year Plan for the region. The Plan is scheduled for 2010 – 2020 and we are currently at the half-way point in the Plan.

In 2009, the last Point in Time count for the region prior to the adoption of the 2010 10 Year Plan, total homeless count numbers were 491. For the current 2015 Point in Time County, total numbers stand at 495. So, aside from Bridge to Housing, which changed a large number of West Sacramento homeless from unsheltered to sheltered and the Housing Authority’s providing 10 Project Based Vouchers to chronically homeless veterans (which completed leasing in May 2015 after the count), overall major reductions to total homeless numbers have not been demonstrated by the region.

In 2013, the Ten Year Plan Commission began a discussion of key topics around the issue of the Plan, entrenched homelessness and new ways to make progress. The Commission concluded that the 10 Year Plan, as currently constituted, did not work as intended. There are a variety of reasons for issues, including living in an environment of continued reduced funding, lack of coordinated intake across the region, the need to bring programs into alignment with funders, such as HUD and the lack of public outreach and public awareness in our communities.

Ultimately, the Commission undertook a series of actions designed to provide data that would allow the County, the Cities and the HPAC members to take a fresh look at the Plan. The Commission also had consensus that the region should move to a data-

Working together to provide quality affordable housing and community development services for all

driven Housing First model and that the revised Plan should reflect this.

Actions to Date

At this time, a lot of the groundwork necessary to move forward with a plan revision has been completed. This includes, but is not limited to:

- Determining that the existing Plan should be revisited and, subsequently determining that it should be substantially revised to reflect Housing First model and a coordinated entry and assessment tool;
- Changes to the Point in Time count (PIT): the 2013 PIT count included Veteran homelessness for the first time and the 2015 PIT count included youth homelessness and outreach for the first time. Both of these additions are crucial to really understanding the types of homelessness and homeless populations within the region. Moving to a data driven plan requires good on-the-ground data that can be used in determining best programming and funding sources. An early success of this data model was the Housing Authority's ability to successfully compete for funding through Veterans Affairs Supportive Housing (VASH) vouchers based on the 2013 PIT Veterans homeless count. YCH received 10 additional Project Based Vouchers, which it was able to fully lease in under 6 months while working with the VA.
- Raising public awareness about individuals who suffer from homelessness and about programming that can make a difference. Principally through Bridge to Housing (B2H), funded and operated by regional partners: the County, West Sacramento and the Housing Authority, B2H served to raise awareness about the local issues of homelessness and put a human face to the problem. Many B2H participants were able to get their personal story out into mainstream media.
- Kickstarting Housing First through B2H and its many partners, including private individuals, corporate sponsors and donors, faith based and other non-profit entities, as well as governmental partners, B2H allowed HPAC and other members to test a time and population limited pilot to work on coordinated intake and assessment and what it takes to move a long term chronically homeless population into permanent housing.
- From the beginning, partners in B2H agreed that the lesson learned in the pilot would be able to be used in determining the Plan revision. Now that the program is beginning to come to its end (the expiration of the last extension of the last voucher will occur on or around August 31, 2015), the data on coordinated entry, assessment, housing and success will be lessons that translate into a new coordinated system.
- Holding three (3) Town Hall meetings around the issue of homelessness, both from a regional, as well as a local perspective, in order to gain insight from the public and stakeholders on common issues that should be addressed in a Plan.

- HPAC members, including governmental partners, have taken up the issue of Coordinated entry/assessment, which is the key to a new Plan revision.
- The County has created a Homeless Unit, to work from a client-based perspective.
- The County has also been approved to add a Homeless Coordinator to work with the Commission and staff on joint regional issues as well as to work on a client centered homeless services for County services.
- The Housing Authority has left the B2H priority voucher preferences in place and open to work with other jurisdictions towards a permanent housing exist beyond the limited scope of available housing and permanent supportive housing.

Next Steps

1. Recommend Establishing the Working Group charged with creating the draft revision. Include the County's new homeless coordinator in the process. Recommended: that the housing/homeless leads from each city, along with the Commission staff (Baker) and the County coordinator or designee and an HPAC representative be charged to form the small working group.
2. Recommended Revisions to include an overview of the existing service system, the data collected from town hall meetings, housing authority and county/city systems where applicable and local conditions as a focus for highlighting regional needs and commonalities/differences and an analysis of how the existing systems work together to form a permanent solution to the issue.
3. Recommended Issues to be addressed in the Plan include:
 - a. Overview
 - b. Yolo's Logic Model
 - c. Housing inventories and gaps
 - i. Permanent
 - ii. Transitional
 - iii. Shelter System
 - iv. Prevention
 - v. Services
 - d. Community Awareness and Response
 - e. Public Safety and Outreach
 - f. Coordinated Intake and Assessment
 - g. Education, Training and Employment
 - h. Mental Health, Substance Abuse and Co-Occurring diagnoses
 - i. Trauma impacts and Reductions
 - j. Closing the Gaps in Services and Housing
 - k. Evaluation, Funding, Leverage and Sustainability

Timeline

- Bring back the initial framework and research results at the September meeting.
- Bring back initial working draft to the Commission at its December meeting.

FISCAL IMPACT:

No fiscal impact.

Legislation Text

15.

File #: 16-058, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL**DATE: September 1, 2015****SUBJECT: Letter expressing support for the U.S. Army Corps of Engineers to study additional alternatives for the Lower Cache Creek Feasibility Study**

Recommendation for Action: Staff recommends that the Council authorize the City Manager to sign a letter to the U.S. Army Corps of Engineers (Corps) to express support for the Corps to study a Locally Preferred Plan (LPP) for the Lower Cache Creek Feasibility Study, CIP #09-15.

Staff Contact

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

Fiscal Impact

There is no fiscal impact to the Corps continuing to study what may become the City's LPP. There is the potential for a future fiscal impact during design and construction. If at the end of the study, the City's LPP and the Corps preferred alternative National Economic Development (NED plan) are different, there may be an impact to the cost share allocation for construction on the federal cost share. The Corps would fund their cost share for the NED plan; the City would have to fund the cost difference between the NED plan and the LPP.

Funding for CIP#09-15 is currently provided by a long term loan from the sewer enterprise fund to the storm drain enterprise fund. There is no impact to the General Fund.

Background

The Corps is continuing to develop 4 current alternatives for flood risk reduction for Woodland. The Corps guidelines require them to select the alternative that has the highest positive benefit/cost ratio as the NED Plan. In order for the Corps to continue to study a second alternative, the City has to authorize the Corps to study another of the alternatives which could become the Locally Preferred (LPP) Plan. The Corps can then continue to evaluate a second alternative which may become the LPP when the detailed evaluation is completed. The City would need to decide prior the Chief's Report, Milestone 5 as to whether the City wishes to include an LPP in the final report.

Discussion

A draft letter to the Corps is attached. The Corps requires authorization from the non-federal project sponsors in order to continue to study alternatives in addition to the NED plan. The draft letter authorizes further development of an alternative which may become the City's locally preferred plan.

The city Flood Control Advisory Committee reviewed the draft letter at their August 25, 2015 meeting. They were supportive of the letter which will help keep options open with the Corps as we move toward finding a locally preferred plan.

Conclusion

Staff recommends that the City Council authorize the City Manager to sign a letter to the U.S. Army Corps of Engineers (Corps) to express support for the Corps to study the Locally Preferred Plan (LPP) for the Lower Cache Creek Feasibility Study, CIP #09-15.

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 - Draft Lower Cache Creek Feasibility Study letter to Corps

September 1, 2015

Ms. Alicia Kirchner, Chief
Planning Division
U. S. Army Corps of Engineers
Sacramento District
1325 J Street
Sacramento, CA 95814-2922

Dear Ms. Kirchner,

The City of Woodland is requesting that as the Lower Cache Creek feasibility Study continues, the U. S. Army Corps of Engineers (USACE) give continued consideration to the development, and recommendation of a Locally Preferred Plan (LPP). The City is looking forward to our continued partnership in the identification of a supportable project to reduce the risk of flooding to the City, and to the completion of the study and preparation of the final Chief's Report.

The existing Cache Creek levees were constructed by the USACE in the 1950's as part of the Sacramento River Flood Protection Project and were designed to convey a flood flow of 30,000 cubic feet per second with 3 feet of freeboard. A flow of that magnitude has a 1/10 Annual Chance Exceedance. The City has and continues to seek USACE assistance in reducing the flood risk from the Lower Cache Creek. The City served as a non-Federal cost sharing sponsor for a feasibility study undertaken from 2000 to 2003. A tentatively selected plan was identified and the study report was released for public review in March 2003. The tentatively selected plan consisted of a barrier at the northern city boundary to prevent flood waters from entering the City. However, the barrier increased flood depths between the urban limits and the creek. Because of the increased risk of flooding north of the City, the plan was rejected by the public, and a city ordinance was adopted restricting any flood solution that would similarly result in increased flood depths (City Code Section 10.1, Flood Control Policy).

The City was still subject to flooding, and in 2009 the City in conjunction with the Central Valley Flood Protection Board requested that the study be restarted. The current study was initiated in 2011. The City accelerated the provision of non-federal funding to advance initiation of the study and has assisted by the provision of in-kind contributions including technical evaluations for the identification and evaluation of potential alternatives.

The City has actively participated with the Project Delivery Team in the identification and evaluation of alternatives and in the recommendation of a final array of alternatives to be considered for more detailed evaluation. Additional studies will include design optimization, and more detailed cost estimates leading to the selection of a Tentatively Selected Plan.

The City requests that a Locally Preferred Plan be recommended that can be supported by the USACE, does not increase the flood risk to properties north of the City as was the case in 2003, and is in line with the State of California's flood management strategy. California Senate Bill (SB-5). Specifically, achieves a minimum 200-year urban level of protection standard for the City of Woodland, as defined by State of California Senate Bill 5 (2007 Cal ALS 364; 2007 CA SB 5; 2007 Cal Stats. Ch 364). In addition to improvements to reduce flood risk and resulting damages, SB-5 encourages improved operations and maintenance, promotes ecosystem restoration opportunities, and promotes multi-benefit projects.

The City of Woodland is anxious to see completion of an acceptable flood management plan that will provide the City with a level of protection consistent with the objectives of the Central Valley Flood Protection Plan as established by SB-5.

If you have any questions regarding this letter of support, please contact Tim Busch at (530) 661-5963 or tim.busch@cityofwoodland.org.

Sincerely,

Paul Navazio
City Manager