City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda

City Council

Tuesday, February 16, 2016 | **6:00 PM** | **Council Chambers**

CLOSED SESSION
5:30 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B. 1 Conference with Labor Negotiators, Pursuant to Government Code Section 54957.
Agency Designated Representatives: Paul Navazio and Sheila McShane
Employee Organization(s): Professional Firefighters' Association (WPFA) and Woodland City Employees' Association (WCEA)

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY
FEBRUARY 16, 2016
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.

16-352 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. CONSENT CALENDAR

1. 16-328 SUBJECT: Community Development Department's Quarterly Status Report

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

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

2. 16-349 SUBJECT: Public Safety Department (Police and Fire) Quarterly Status report for the period of October 2015 through December 2015

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

Attachments: Qtrly Report - Oct-Dec 2015

3. 16-346 SUBJECT: Report on Use of Volunteers for City Programs/Projects During 2015

Recommendation for Action: Staff recommends that the City Council receive a report on the use of volunteers for City programs and projects during 2015.

4. 16-354 SUBJECT: General Plan Update Progress Report

Recommendation for Action: Staff recommends that the City Council receive progress report #3 regarding the General Plan Update Project

5. 16-315 SUBJECT: Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27 and authorizing bid advertisement.

Attachments: A - Resolution

6. 16-350 SUBJECT: Community and Senior Center Geothermal System

Modification Project, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Community and Senior Center Geothermal System Modification Project

Attachments: rpt_geothermal_water_source_woodland_20140924

resolution auth to bid Community Center Geothermal System Project

7. 16-316 SUBJECT: Adopt Resolution Authorizing the Submittal of Payment Program Applications to CalRecycle

Recommendation for Action: Staff recommends that the City Council authorize staff to adopt Resolution No. _____, approving the submittal of applications for payment programs to Department of Resources Recycling and Recovery and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

Attachments: 2016 02-16 CalRecycle Payment Program Resolution

8. 16-356 SUBJECT: Second Reading of Ordinance No. 1596, approving the Third Amendment to the Project Development Agreement between Cal West Investors, LLC, Optimistic Partners, LLC and Lennar Homes of California, Inc., and the City of Woodland (Attachments 1 & 2)

Recommendation for Action: Staff recommends that the City Council take action on the following:
1. Conduct the second reading of Ordinance No. 1596, approving the Third Amendment to the Project Development Agreement between Cal West Investors, LLC, Optimistic Partners, LLC and Lennar Homes of California, Inc., and the City of Woodland (Attachments 1 & 2).

Attachments: WOODLAND_CALWEST_ Cal West CC Ordinance Approving 3rd Amendment

WOODLAND_CALWEST_ Third Amendment to Cal West DA 12.10.15-c1

G. PUBLIC HEARINGS

9. 16-367 SUBJECT: Public Hearing - Bulls Eye Bail Bonds Project
OPEN AND CONTINUE TO A DATE UNCERTAIN

THIS PUBLIC HEARING ITEM FOR THE BULLS EYE BAIL BONDS PROJECT WILL OPEN AND CONTINUE TO A DATE UNCERTAIN.

10. 16-332 SUBJECT: Medical Marijuana Cultivation Ordinance

Recommendation for Action: Staff recommends that the City Council:
1) Receive a staff report regarding amending the City's Zoning Code regulating medical marijuana cultivation;

2) Conduct a public hearing;
3) Introduce and waive first reading of Ordinance No. _____, which will amend Article 21.5 of Chapter 25 of the Municipal Code to prohibit commercial cultivation and provide additional definitions regarding medical marijuana to the Zoning Code; and
4) Direct staff to undertake a comprehensive overview concerning medical marijuana to evaluate future action on key decision points and regulatory framework.

Attachments: A - Ordinance Concerning Cultivation of Medical Marijuana

H. REPORTS OF THE CITY MANAGER

11. 16-347 SUBJECT: Library Improvement Project, CIP 15-08; Receive Library Improvement Report and Authorize Consultant Services Agreement for Design Services

Recommendation for Action: Staff recommends that the City Council:
(1) Receive the attached Woodland Public Library Community Learning Lab Report; and
(2) Adopt Resolution No. _____, authorizing the City Manager to enter into a Consultant Services Agreement for design services with Gyroscope, Inc. in the amount not to exceed $147,537 for the Library Improvement Project, CIP 15-08.

Attachments: Community Learning Lab report
Resolution

12. 16-308 SUBJECT: Award Construction Contract for Industrial Park Recycled Water Project, CIP #15-10

Recommendation for Action: Staff recommends that the City Council:
1. Adopt Resolution No. _____, to award a construction contract in the amount of $3,743,975 to Mountain Cascade Inc. for CIP 15-10, Industrial Park Recycled Water Project and authorize a contract contingency of up to 20% ($748,795); and
2. Approve the reallocation of $550,000 of Sewer Enterprise Funds from the Industrial Park Recycled Water Project, CIP 15-10 to Treatment Plant - Export Biosolids, CIP 10-11; and
3. Authorize the reallocation of $250,000 of Water Enterprise Funds from the Water System Leak Detection and Repairs, CIP# 09-23 to Recycled Water Project CIP # 15-10, if the funds are needed to cover construction costs incurred ahead of execution of the SRF Loan agreement; and
4. Approve a consultant agreement for construction management and inspection services with Psomas in an amount up to $528,006 and authorize a contingency of up to 10% ($52,801); and
5. Provide direction to staff on whether or not to proceed with the development of residential/commercial recycled water fill station

program for the City of Woodland.

Attachments: A - Resolution

B - Consultant Agreement for CM & Inspection Services

13. 16-355 SUBJECT: Yolo County's Request to connect Westucky Water System customers to the City's Water and Sewer Utilities

Recommendation for Action: Staff recommends that the City Council:
1) Receive a report and provide feedback on the request received from Yolo County to connect parcels within unincorporated Yolo County to the City's water and sewer utility systems,
2) Direct staff to return to Council with Memorandum of Understanding and Out-of-Agency Service Agreement, as appropriate, addressing city interests.

Attachments: Att 1_Westucky Parcels

Att 2_County Letter

Att 3_Westucky memo11.16.15

14. 16-312 SUBJECT: Fiscal Year 2015/16 Mid-Year Budget Update

Recommendation for Action: Information purposes only; no action required.

Attachments: Attachment A & B

15. 16-313 SUBJECT: Fiscal Year 2015/16 Mid-Year Budget Amendments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the amendments to the Fiscal Year 2015/16 Annual Budget totaling $11,098,221, which includes the budgets for Capital Improvement Program, the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency

Attachments: Exhibit 1- Mid-year Adjustment Table

Budget Resolution

Attachment 1 - Appropriations by Fund

I. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for February 16, 2016 was posted on February 12, 2016 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.

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

File #: 16-352, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

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

Paul Navazio, City Manager

Attachment

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

MARCH 1ST — REGULAR MEETING

Minutes
City Council Minutes of February 2, 2016 and February 16, 2016

Presentation
Arbor Day Proclamation

Consent Calendar
Approve contract amendment with BSK for supplemental water quality sampling; CIP# 08-07
Final Acceptance and NOC for 2015 Annual Water and Sewer Repair & Replacement Project, CIP #15-19
Participation in 2016 Mayor's Challenge for Water Conservation
Sale of Surplus Fire Equipment

Public Hearing
Mercy General Plan Amendment, ZA, MDA and Site Plan & Design Review for Multi Fam. 80 unit
SLIF Park Fees

Regular Calendar
Surface Water Project Update – Public Information / Outreach
Final Acceptance and NOC for WPFC Mechanical Bandscreen Replacement (WPFC Phase 2), CIP# 15-18
Final Acceptance and NOC for Soil Treatment of WPFC Ponds (WPFC Phase 3), CIP #10-11

MARCH 15TH — REGULAR MEETING

Consent Calendar
PW Quarterly Status Report

Regular Calendar
FY 2016/17 Budget Workshop
Measure E (1/2-cent Sales Tax) Renewal - Continued Discussion

APRIL 5TH — REGULAR MEETING

City Council Meeting Minutes of March 1st and March 15th
Recycled Water Project – SRF Funding Agreement
Downtown Hotel CUP/DDA
Digital Highway Signs (Tentative)

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:
JPA Housing Agreement
Update/Revision of Development Impact Fees
Zoning Ordinance Update – Medical Clinics (Referral)
Beamer/CR 102 Property – ENA
Approve URFF Agreement with DWR

FUTURE STUDY SESSIONS (TBD):

Lower Cache Creek Flood Control Feasibility Study

General Plan Update -

- Affordable Housing
- Economic Development
- Public Safety

Legislation Text

1.

File #: 16-328, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Community Development Department's Quarterly Status Report

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

Staff Contact

Alex Halcon, Management Analyst, Alex.Halcon@cityofwoodland.org

Fiscal Impact

This is an informational item with no fiscal impact.

Report in Brief

Attached is the Community Development Department's (CDD) Quarterly Report. The report highlights building activity, major development projects, and activities of the Successor Agency, formerly the Redevelopment Agency ***from October 1, 2015 to December 31, 2015***

Additionally, we have included the current Capital Project Status Report providing an update of the projects through December 31, 2015.

Prepared by: Alex Halcon, Management Analyst

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - CDD Quarterly Project Status Report
Attachment B - Capitol Project Status Report

City of Woodland

Community Development Department Quarterly Project Status Report **February 16, 2016**

PROJECT UPDATE

Activities from October 1 – December 31, 2015

PLANNING AND DEVELOPMENT APPLICATIONS

Project:	**Summary Project Applications from October 1, 2015 through December 31, 2015**		
Phase:	N/A	**PM:**	Planning Staff
Location:	Citywide		
Description:	Planning project applications processed		
Status:	A total of 26 new planning applications were filed between October and December 31, 2015: 1 - Design review Sub "the Crossing at Spring Lake" 225 sf homes Sub #5075 1 - Design Review New Single Family 2500 sf – 1 – CUP for Pioneer High School Cell Tower 2 – Design Review: (1) Chipotle Restaurant (2) Design Review Fence 2 – Design Review Cellular Wireless: (1) T-Mobile - Fire Station on West St (2) T-Mobile - Upgrade Existing Tower 1 – Design Review Commercial: Orchard Remodel 15 - Design Review Sign Applications 1 – Lot Line "Mercy Housing" 1 – Site Plan Review "Mercy Housing" 1 – Zoning Interpretation: Optimist Partners N1 Park Site Portion of 45 Acres		

Project:	**Main Street Mixed-Use Hotel Project Conditional Use Permit and DDA**		
Phase:	Project Review/ENA	**PM:**	Erika Bumgardner
Location:	1021 Main Street		
Description:	Proposed 5-story, 81-room extended stay hotel with 6,800sf of ground floor restaurant/retail space.		
Status:	Project is under review for compliance with the Zoning Ordinance and Downtown Specific Plan. A historic survey of Freeman Park and the Woodland Toy Library building was completed. Project anticipated to go before the Planning Commission on January 21, 2016 and to City Council in February 2016.		

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

Project:	**180 W. Beamer Street Apartments Mercy Housing**		
Phase:	Project Review	Project Review	Project Review
Location:	NE corner of North Cottonwood Street and West Beamer Street		
Description:	GPA, rezone, lot line adjustment, site plan and design review for affordable housing project of 80 units at 170 – 178 W. Beamer Street. A proposed General Plan Amendment to amend the land use from Public Service to Medium Density Residential and a proposed rezone from R-1 to R-M.		
Status:	Planning Commission to review project on February 4, 2016.		

Project:	**Kentucky Ave Industrial Logistics/Distribution Project Review**		
Phase:	Pre-Application Review	**PM:**	Erika Bumgardner
Location:	NW corner of Kentucky Avenue and CR 102		
Description:	Pre-application review for future development of 150 acre Industrial site located on the north side of Kentucky Ave at the northwest corner of Kentucky Avenue and CR 102.		
Status:	Pre-application review.		

Project:	**Cal West Subdivision Design Review**		
Phase:	Project Review	**PM:**	Jeff Ballantine
Location:	This subdivision will be bounded by Farmer's Central Road, Harry Lorenzo Avenue, Highway 113, and Patriot Way.		
Description:	Design Review application for Phase I (74 of the total 225 lots) for single family homes in the R-8 Spring Lake Specific Plan zone for Cal West Tentative Subdivision Map No. 5075.		
Status:	Anticipated Planning Commission review in February/March 2016.		

Project:	**Cell Tower CUP, Pioneer High School**		
Phase:	Project Review	**PM:**	Jeff Ballantine
Location:	1400 Pioneer Avenue		
Description:	Conditional Use Permit and Design Review application for the colocation of a cellular tower on top of a baseball stadium light pole at Pioneer High School for Verizon Wireless.		
Status:	Anticipated Planning Commission review in March 2016.		

Project:	**Digital Freeway Sign**
Phase:	Initial Review **PM:** Erika Bumgardner
Location:	2140 Freeway Drive
Description:	Proposed digital freeway sign and related Sign Ordinance Amendment to allow digital freeway signs.
Status:	Sign Ordinance amendment to allow digital freeway signs approved by the City Council in November 2015. The digital sign Conditional Use Permit will move forward to the Planning Commission and City Council in March 2016.

Project:	**Digital Freeway Sign**
Phase:	Initial Review **PM:** Erika Bumgardner
Location:	Quality Circle
Description:	Proposed digital freeway sign and related Sign Ordinance Amendment to allow digital freeway signs.
Status:	Sign Ordinance amendment to allow digital freeway signs approved by the City Council in November 2015. The digital sign Conditional Use Permit will move forward to the Planning Commission and City Council in March 2016.

Project:	**Oyang South**
Phase:	Design and Technical Review **PM:** Cindy Norris
Location:	Southeast and Southwest intersection of Pioneer and Marston, north of CR 25A and east of Harry Lorenzo Avenue.
Description:	Proposal for a General Plan Amendment, Specific Plan Amendment, Tentative Map and Development Agreement for 77.3 acres to amend R-3 and R-25 designated land to R-4. Approximately 225 single family units are proposed.
Status:	Project Submitted on July 16, 2015 and has been deemed complete for processing.

Project:	**Oyang North**
Phase:	Design and Technical Review **PM:** Cindy Norris
Location:	Southeast intersection of Gibson Avenue and Hwy 113.
Description:	Proposal for a General Plan Amendment, Specific Plan Amendment, Tentative Map and Development Agreement for 28.1 acres to amend R-5 and R-15 to R-25, R-8 and R-5. Approximately 112 MF and 112 SF units are proposed
Status:	Project submitted on July 16, 2015 and has been deemed complete for processing.

Project:	**Bulls Eye Bail Bonds**		
Phase:	Project Review	**PM:**	Erika Bumgardner
Location:	1037 Main Street		
Description:	Requested amendment to the Downtown Specific Plan to allow bail bonds businesses within District A-4 of the Downtown Business District and requested approval of a conditional use permit to allow Bulls Eye Bail Bonds to operate at 1037 Main.		
Status:	At its May 5, 2015 meeting, the City Council directed staff to conduct additional research regarding the project. Staff will return to Council in March 2016.		

Project:	**Woodland Spring Lake Partnership (Spring Lake Central)**		
Phase:	Approved	PM:	Cindy Norris
Location:	West of Harry Lorenzo, North of Heritage Parkway		
Description:	105 acres of land; Proposed Tentative Map, Rezone and General Plan Amendment to replace the Spring Lake Central project previously approved in Feb 2007. The new application proposes to reconfigure the land uses within the project and subdivide the single family lots. The application to add 33.3 acres of R-4, Reduce the amount of R-5 from 37 to 20.1 acres, reduce the amount of R-8 from 32.3 to 23.1 acres, to eliminate 3.1 acres of R-15, eliminate 6.25 acres of R-20 and to add 9.3 acres of R-25 with a tentative map to create 379 single family lots and approximately 232 multi-family units.		
Status:	Project was approved by Planning Commission and City Council on May 5, with a second reading of the DA approved on May 15, 2015		

Project:	**Cal West Third Amendment to the Development Agreement**		
Phase:	Public Hearings	**PM:**	Ken Hiatt
Location:	Northwest Corner of Harry Lorenzo Avenue and Farmers Central Road and east of HWY 113		
Description:	Development Agreement Amendment to modify the terms of the Park N1 Purchase and Sale Agreement.		
Status:	The Planning Commission will hear the project on January 7, 2016. The City Council will hear the project on February 2, 2016.		

Project:	**Prudler Tentative map # 4856, General Plan Amendment and Rezone (Map revision)**		
Phase:	Under Review	**PM:**	Cindy Norris
Location:	North of Sports Park Drive, East of East Street and South of the County Fair Mall.		
Description:	A proposed General Plan Amendment to amend the land use from General Commercial to Residential. Proposed rezone from C-2 to R-1 and a revised subdivision map for a total of 204 lots of which 86 units will be at an R-5 density and 118 at an R-8 density, for a total project density of 5.85 units/ac.		
Status:	The project is currently under review. A planning consultant firm, Raney Planning and Management, has been hired to assist with project management. Staff has been working with the applicant on possible design revisions and completing required technical analyses. A Focused EIR scoping meeting was held on January 8, 2015. **The Draft EIR was released for public review on September 8, 2015. A public meeting on the Draft was held on October 1, 2015. The public comment period closes October 23, 2015.**		

Project:	**Heritage Remainder Area Project – Neighborhood Commercial Rezone**		
Phase:	Initial Review	**PM:**	Erika Bumgardner
Location:	Southeast corner of Centennial Drive and Miekle Avenue in the Spring Lake Specific Plan Area.		
Description:	Request by Turn of the Century, LLC, to amend the General Plan, Spring Lake Specific Plan and Development Agreement to rezone approximately 2.10 acres of the ±114 acre Heritage Remainder area (TSM #4784) from Neighborhood Commercial (NC) to Park/Open Space, consistent with the adjacent 8 acre Park/Open Space zoning.		
Status:	The project was approved by the Planning Commission on August 20, 2015 and by the City Council on September 15, 2015.		

Project:	**Final Map 5075, Cal West/Optimistic Partners**		
Phase:	Construction	**PM:**	Lolly Weichel/Miguel Chavez
Location:	Spring Lake North of Farmers Central Road and West of Harry Lorenzo Avenue		
Description:	Final map with 74 SFD buildable lots, first phase of 224 unit Cal West Map		
Status:	Under Construction pending end of weather based delay		

Project:	**Spring Lake Central**		
Phase:	Grading Plan Review	**PM**	Lolly Weichel
Location:	Spring Lake between Farmers Central Road and Heritage Parkway and between Harry Lorenzo Avenue and Meikle		
Description:	Grading 120 acres +/-		
Status:	In Plan Check		

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

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

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

Project:	**Final Map 4853 Solara Ranch**		
Phase:	Construction	**PM:**	Bruce Pollard/AEC (contract)
Location:	Spring Lake East of Beeghly Ranch (Parkland extension)		
Description:	Final map with 94 lots and improvement of 25A between HLA and SR 113		
Status:	Construction underway		

Project:	**Final Map 4986 Heidrick II and Heidrick III**		
Phase:	Construction	**PM:**	Bruce Pollard/AEC (contract)
Location:	Spring Lake West of Pioneer Avenue and South of Farmers Central Road.		
Description:	Final map with 99 SFD buildable lots.		
Status:	Civil improvements are under construction, Final Map approved, July 7 2014		

Project:	**Design Review for Lennar Homes - Brookstone Heidrick II and Heidrick III**		
Phase:	Construction	**PM:**	Cindy Norris
Location:	Spring Lake West of Pioneer Avenue and South of Farmers Central Road.		
Description:	Final map with 99 SFD buildable lots.		
Status:	Lennar Homes received approval by the Planning Commission on June 4, for the architectural design review for the 99 homes. **Permits have been issued and construction underway for the model homes.**		

Project:	**Spring Lake Central NFMN**		
Phase:	Design/Grading Plan		PM: Lolly Weichel
Location:	Spring Lake North of Heritage Parkway		
Description:	TM 5027 (358 lots, MF, Commercial, and park areas) land area grading plan		
Status:	The project is in grading plan check		

Project:	**Final Map 5048 Meritage**		
Phase:	Construction	**PM:**	Bruce Pollard/Miguel Chavez
Location:	Spring Lake south of Lennar and Heritage subdivisions		
Description:	Improvement plans for ~ 109 lots in the Heritage remainder		
Status:	Civil Improvements are under construction		

Project:	**Final Map 5048 Meritage – Mayfair Subdivision**		
Phase:	Construction	**PM:**	Cindy Norris
Location:	Spring Lake south of Lennar and Heritage subdivisions, north of CR 25A		
Description:	Architectural Review for 109 single family homes. All homes are single story		
Status:	Planning Commission approved the architectural design for the 109 homes on March 19, 2015 and model homes have been constructed and the initial phase of home construction is underway. An additional 22 lots, from the Heritage Park Unit 2 were approved as an extension of the Mayfair project, with modifications consistent with adjacent custom homes. **Homes are under construction and first homeowners have moved in.**		

Project:	**Final Map 4818 Heritage Park Unit 2**		
Phase:	Construction	**PM:**	Bruce Pollard/Ryan Brandt
Location:	Spring Lake		
Description:	Improvement plans for ~ 22 lots in the Heritage Park Unit 2		
Status:	Civil Improvements are under construction		

Project:	**Fairfield Inn & Suites CUP/Design Review Modification**		
Phase:	Review	**PM:**	Erika Bumgardner
Location:	2100 Freeway Drive		
Description:	The project includes a modified exterior design concept for the Fairfield Inn & Suites located at 2100 Freeway Drive in the Highway Commercial Entryway Overlay Zone, from the original 2008 design approval and a reduction in the total number of bedrooms from 105 rooms (four stories) to 72 rooms (three stories). The modified design was approved by the Planning Commission on January 16, 2014. The project CUP was originally approved in 2008.		
Status:	Plan check is complete and construction on the hotel is underway. Hotel anticipated to open February 2016.		

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

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

Project:	**Design Review for Solara Ranch Subdivision, Spring Lake**		
Phase:	Project Review	**PM:**	Erika Bumgardner
Location:	NWC Marston Drive and Parkland Avenue		
Description:	An application has been filed for Site Plan and Design Review for a residential project (*D.R. Horton; Solara Ranch Subdivision at Spring Lake*) on 19.23 acres (94 residential lots) within the R-5 zone of the Spring Lake Planning Area.		
Status:	The project was approved by the Planning Commission on May 7, 2015.		

Project:	**Design Review for Self-Storage (Mini-Storage) on Cannery Road**		
Phase:	New Submittal	**PM:**	Erika Bumgardner
Location:	NWC Cannery Road and Deaner Avenue		
Description:	A proposed “Extra Self Storage” facility on 8.5 acres including 1,300 storage units. Proposed to be completed in five phases.		
Status:	Design Review approved by Planning Staff on March 31, 2015. Project in for Building plan check. Model homes under construction.		

Project:	**Proposed 90-foot Cell Tower in the CH/EOZ District at Hays Lane**		
Phase:	CUP Approved	**PM:**	Erika Bumgardner
Location:	430 Douglas Lane		
Description:	Conditional Use Permit to construct and operate a 90-foot tall telecommunications cellular tower disguised as a water tank and to install related ground equipment within a 1,305 square foot lease area at 430 Douglas Lane, a vacant (undeveloped) 1 acre parcel. The project site will be accessed via a 15’ non-exclusive access and utility easement from Hays Lane, south of the subject property.		
Status:	The project was approved by the Planning Commission on November 6, 2014. Building plans have not yet been submitted.		

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

Project:	**Dignity Health Woodland Gateway Project**		
Phase:	New Submittal	**PM:**	Cindy Norris
Location:	2081 Bronze Star Drive		
Description:	The applicant, Petrovich Development Company, proposes to construct a 35,000 square foot medical office building for Dignity Health at the Woodland Gateway Center.		
Status:	Project Is under construction.		

Project:	**Beeman Pre-Annexation, GPA and SP**		
Phase:	Initial Review	**PM:**	Cindy Norris
Location:	East of Hwy 13, south of Farmers Central Road, West of Harry Lorenzo Avenue and north and south of CR 25A.		
Description:	Proposal for pre-annexation and future specific plan on 350 acres to the west of the Spring Lake Specific Plan.		
Status:	Pre –review of application process.		

Project:	**General Plan Update**		
Phase:	On-going	**PM:**	Cindy Norris
Location:	City Wide		
Description:	A planned update to the City's 1996/2002 General Plan		
Status:	Heidi Tschudin has been hired as the General Plan Project Manager with Dyett and Bhatia hired as the General Plan Consultant. Information concerning the General Plan Update 2035 can be found at the City of Woodland web site for the General Plan at the following link: http://www.cityofwoodland.org/gov/depts/cd/divisions/planning/generalplan/2035/default.asp Copies of documents, hand outs and presentations can be found on the General Plan web site. Recent actions include: The General Plan Team released the Development Scenario Analysis Report in early April of 2015. The City held a community wide workshop on April 27, two General Plan Steering Committee Meetings on May 12 and June 9, and two Planning Commission workshop meetings on July 16 and July 23. • **On November 3, 2015 the City Council took the following actions:** • **- Authorize Use of the Land Use Map** • **- Authorize Use of the Land Use Designations** • **- Authorize moving forward with the draft equal weight alternatives** • **- Direct staff to start writing the General Plan and EIR** • **- Authorize the City Manager to execute a contract amendment**		

BUILDING ACTIVITY

Project:	**Produce Market**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	1490 E. Main St.		
Description:	Produce Market on 4.47 acres: Site will be on septic tank.		
Status:	Project is under construction.		

Project:	**Taylor Morrison-Parkview**		
Phase:	Construction	**PM:**	Rick Essenwanger
Location:	Spring Lake Parkview Subdivision		
Description:	Six Master Plans for 108 single family homes in an R-8 zoning. 80 single family home permits have been issued. 50 homes have been finaled and 30 homes are currently under construction. There are 28 remaining lots.		
Status:	Project is in production phase.		

Project:	**Meritage Homes-Mayfair at Springlake**		
Phase:	Construction	**PM:**	Rick Essenwanger
Location:	Heritage Remainder Phase 1 (109 lots)		
Description:	Eight Master Plans for 109 single family homes in an R-5 subdivision. 22 permits have been issued. Model homes completed 9 homes have been finaled and 13 homes under construction. There are 87 lots remaining.		
Status:	Project is in production phase.		

Project:	**DR Horton-Solar Ranch**		
Phase:	Plan Check on Master Plan	**PM:**	Rick Essenwanger
Location:	Solara Ranch (99 lots)		
Description:	Six Master Plans for single family homes in an R-5 subdivision. 18 permits have been issued. Model homes started. There are 81 lots remaining.		
Status:	Project is in production phase.		

Project:	**Lennar Homes-Brookstone**		
Phase:	Construction	**PM:**	Rick Essenwanger/Paul Siegel
Location:	Heidrick Ranch Phase 2 (99 lots)		
Description:	Six Master Plans for 99 single family homes in an R-5 subdivision. 15 permits have been issued. Model homes completed. There are 12 permits ready to issue.		
Status:	Project is in production phase.		

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

Project:	**State Theater**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	322 Main Street		
Description:	Permit issued and project has started.		
Status:	Under Construction: slab for new building is complete; walls started.		

Project:	**Woodland Motors**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	530 Quality Circle		
Description:	Auto Dealership		
Status:	Project is open and has received a Certificate Temporary of Occupancy.		

Project:	**Dignity Health T.I.**		
Phase:	Plan Check	**PM:**	Rick Essenwanger
Location:	2081 Bronze Star		
Description:	Medical Office-Interior Improvements.		
Status:	Plan Check.		

Project:	**Bowling Alley Restaurant Remodel**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	154 W. Main St		
Description:	Tenant Improvement for upgrade to restaurant in bowling alley.		
Status:	Under Construction for Interior remodel.		

Project:	**Cannery Road Storage**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	1425 Cannery Road		
Description:	Phased Improvement for new public storage and residential managers unit.		
Status:	Plan review complete permit ready to issue.		

Project:	**Solar Project on City Property (6 locations)**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	Various locations.		
Description:	Canopy and ground mounted solar		
Status:	Permits issued and projects nearing completion.		

Project:	**Appliance Store TI**		
Phase:	Permit Issuance	**PM:**	Paul Siegel
Location:	441 Pioneer		
Description:	Commercial appliance store.		
Status:	Project is complete.		

Project:	**Commercial Fuel Cells**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	1860 E. Main St		
Description:	Fuel Cells for Home Depot.		
Status:	Project complete and final.		

Project:	**SF Spice**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	1640 Tide Ct		
Description:	Food Processing and Distribution		
Status:	Under construction; Partial completion and Temporary Occupancy of production and use of facility.		

Project:	**Chipotle Mexican Restaurant**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	2021 Bronze Star Dr #100		
Description:	Commercial TI for Restaurant		
Status:	Plan Review		

Project:	**Target Store Solar**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	2185 Bronze Star Drive		
Description:	370Kw Solar Array on Target Retail Store at Gateway.		
Status:	Plan Review		

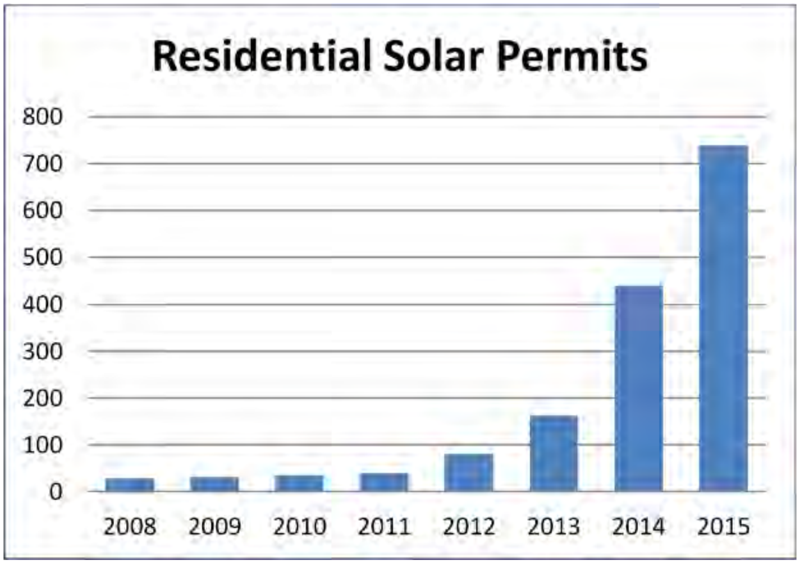
Project:	**Father Paddy's Irish Pub**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	435 Main St		
Description:	Conversion of Paco's Restaurant into an Irish style pub and restaurant.		
Status:	Plan Review		

Project:	**Hoblit Motors Truck Sales**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	1990 Hays Lane		
Description:	Tenant Improvement of existing site into Truck Sales.		
Status:	Plan Review		

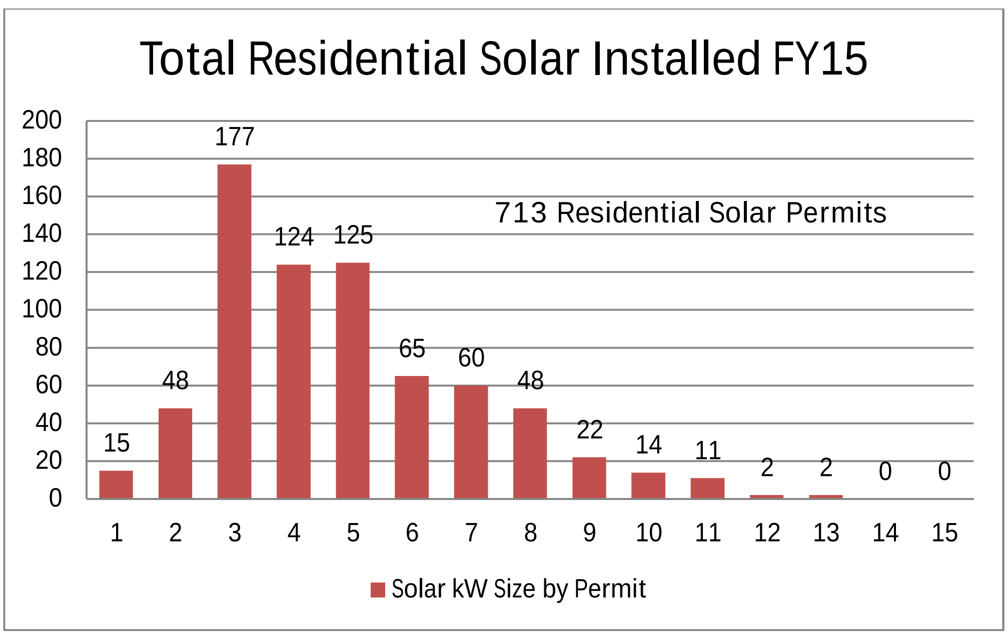
Project:	**Multi-Family Infill of existing site**		
Phase:	Plan Review	**PM:**	Paul Siegel
Location:	814 Fifth St		
Description:	Reuse of existing multi-family site. Includes two new duplex units and a single family home.		
Status:	Plan Review		

Project:	**Wing-Stop Restaurant**		
Phase:	Construction	**PM:**	Paul Siegel
Location:	9 Main St #103		
Description:	Small Tenant Improvement.		
Status:	Permit Issued		

SOLAR PERMITS AND INSTALLED KW



The above table shows the permit history over the last 8 calendar years. Currently the Building Division issues about 15 solar permits a week.



The above table shows the number of Residential Solar permits and installed kW during FY15. This clearly demonstrates the majority of solar installations are sized between 3 and 5 kilowatts and which results in 60% of all solar permits issued.

CODE ENFORCEMENT

Reactive Enforcement	Status			
	Number	**Open**	**Closed**	**Notes**
Code Enforcement complaints received	719	3	619	By phone, e-mails, walk-ins, letters, social media, faxes, etc.
Unfounded complaints	96	0	96	No code violations found or insufficient information provided
Code Cases	719	3	719	Verified
Door Hangers	146	0	146	Issued
Warning Notices	121	0	121	Issued
Citations	14	0	14	Issued
Abatement				Buildings demolished or boarded up
Blight	27	0	27	Junk & debris, etc. visible to the public
Buildings	2		2	Unsecured or abandoned (Foreclosed)
Business License Inspections	5	0	5	New business licenses and/or renewed business licenses
Green Waste	31		31	Left too long in the street and/or oversize piles, etc.
Health & Safety	17	3	14	Vermin/insect infestation, mold, water shutoffs, etc.
Illegal Construction (Stop Work Notice)			0	Stop work order posted (Illegal construction, sheds, fences, etc.)
Illicit Storm Drain			4	Illegal dumping into the storm drain
Lawn Parking	29		29	Vehicles were removed from the lawn
Non-Operable Vehicles	18		18	All vehicles were removed
Obstruction of Public Right-of-Way	24		24	Overgrown shrubs/bushes in setback areas blocking sight view or storing basketball hoops in R-O-W
Prohibited Signs	7		7	Posted
SWPPP Issues	2	0	2	Failure to follow SWPPP guidelines
Trees	54		54	Overhanging trees/limbs/shrubs into the street and/or sidewalk
Water Theft			1	Theft from fire hydrants
Water Waste	103	0	103	Overwatering and/or watering more than 3 times per week, etc.
Weeds	23		23	In vacant lots, front or side yards

Ongoing Projects			
Proactive Enforcement:	**Status:**	**Property Address**	Working closely with property owners and property managers to help maintain properties
	Ongoing	105 W. Main St. (Long John Silver)	
	Ongoing	439 Grand Ave	
	Ongoing	1580 E. Main St. (Sonic Burger)	
	Ongoing	655 Cottonwood St. (Apartment Complex)	
	Case Closed	327 Emerald St	
Foreclosure Monitoring	0 properties were foreclosed on		

Public Outreach	
Business	
Collaborative Relationships	350 College: This was a collaborative effort between Code Enforcement, the Fire Department, Police Department, Building Department and the property manager. The building wasn't safe due to many building and Health and Safety issues. As of 01-20-16 all tenants vacated the building and have been relocated. 352-360 W Kentucky: This is an ongoing collaborative effort between Code Enforcement, Planning, the complainant and the business owner to resolve issues at the property. 257 Riverside: This is a collaborative effort between Code Enforcement, Social Services and APS to relocate the property owner whose home had been foreclosed on and water had been shutoff. They relocated him to a facility for senior citizens. Established a collaborative relationship with the Yolo County Health Department regarding Mobile Food Trucks**.**
Neighborhood Watch	POP Meeting with Woodland PD
Workshops	Yolo Co. Environmental Consumer Task Force and Environmental Crimes Enforcement Training

SUCCESSOR AGENCY/FORMER REDEVELOPMENT

Project:	**AB1484 Low/Mod Due Diligence Fund Report Approval and Certification**
Phase:	Approval of Bond Expenditure Agreement/Winding Down Agency **PM:** Wendy Ross
Location:	Agency wide
Description:	Post-redevelopment and per AB1x 26 and subsequently AB1484, required activity to wind down Woodland Redevelopment Agency projects and allocation of funds.
Status:	The CA Department of Finance Finding of Completion was issued on May 7, 2013. It was determined that the Woodland Successor Agency was authorized by DOF to enter into Bond Expenditure Agreement, whereby the balance of Agency Bond proceeds in the amount of approximately $4.0m were transferred to the City to be allocated to projects that qualify per the Official Statement of the Bonds, CA Redevelopment Law and the Woodland Redevelopment Plan. Staff has identified qualified priority projects, including the redevelopment of the State Theatre. ROPS 16/17, the Last and Final ROPS and 16/17 Administrative Budget will be presented to the Oversight Board in February 2016 and submitted to the Department of Finance.

Economic Development Projects

Project:	**Yolo County Broadband Strategic Plan**		
Phase:	completed Fall 2015	**PM:**	Wendy Ross
Location:	Countywide focus		
Description:	Countywide collaboration to do a broadband Internet planning study to determine how we can best ensure that our businesses, residences and community anchors have access to affordable, reliable broadband Internet service that will meet their long term needs.		
Status:	Currently assessing the possibility of submitting a Yolo County collaborative technical assistance grant application to EDA to further assess funding options for the installation of fiber optics/broadband in Woodland and Yolo County in an effort to carry out the implementation of the approved strategy and address the demand of Woodland businesses and residents.		

Project:	**Yolo County Recycle Market Development Zone designation**		
Phase:	Set up underway	**PM:**	Wendy Ross
Location:	Countywide, excluding West Sacramento and Clarksburg area		
Description:	Countywide Loan program to encourage recycling businesses within California to site new manufacturing facilities and expand existing operations. This program provides low-interest loans for the purchase of equipment and other relevant business costs. The intent of the program is to help manufacturers increase their processing capabilities and create additional markets for recycled-content products.		
Status:	Recycle Market Development Zone (YoloRMDZ) was designated in fall 2013. Staff has secured URL www.YoloRMDZ.org. Staff has developed a brochure and marketing the Zone. Zone is a 10 year designation. Applicant DR3 in review for RMDZ loan.		

Project:	**State Theatre Disposition and Development Agreement**		
Phase:	under construction	**PM:**	Ken Hiatt
Location:	322 Main Street		
Description:	Renovation and addition of State Theatre as 10 screen multiplex cinema with café.		
Status:	Project is under construction. Developer is engaging potential café owner. Anticipated completion of theatre is summer 2016.		

Project:	**Visitor Attraction**
Phase:	Ongoing
Location:	City and Countywide with focus on increasing hotel occupancy in Woodland
Description:	Market the City of Woodland and promote events to enhance Woodland as a visitor destination.
Status:	City has entered into Memorandum of Understanding with Yolo County Visitor's Bureau with scope of services outlining activities to promote visitor attraction funded by the Hotel BID. City has increasing the BID from 1% to 1.5% to expand activities and increase emphasis on improving hotel occupancy in Woodland. No longer have hotel marketing coordinator on contract. Working with independent contractors to develop various website and marketing options, including updated Downtown Dining Guide, digital marketing at the Sac International Airport, outreach and marketing in partnership with the SF Chronicle.

Project:	**City Hall Annex – Woodland Opera House Reuse**
Phase:	Pre-Construction
Location:	City Hall Annex – Court Street
Description:	Renovation and Reuse of Annex by Woodland Opera House dance and theater educational programming.
Status:	City Council approved funding for improvements and lease agreement with WOH on December 2nd. Lease execution expected January 2015 and construction to commence Summer 2015.

Business Licenses

Business License Category	New	Renewed	Closed
Home Based	32	114	11
Out of Town	93	172	43
Commercial	34	221	19
Totals	159	507	73

DETAILED PROJECT LISTING

ROADWAY PROJECTS

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

Project:	**04-07, Kentucky Avenue Complete Street Widening and Reconstruction Project**		
Phase:	Design	**PM:**	Ayon
Description:	Project will reconstruct pavement and widen Kentucky Avenue to 4-lanes from East Street to College Street and will reconstruct pavement and make operational improvements from College Street to West Street. The project includes bicycle lanes, landscape separated sidewalks, landscaped medians, new and modified traffic signals; and associated roadway utility improvements through the entire corridor from East to West streets.		
Status:	• Design completion estimated early 2016, currently at 90% design. • Construction federal funding scheduled for summer 2017 with a possible advance of funds to start construction summer 2016. • Staff requested, and was granted, $11M in funding from SACOG for construction of the project. • Project is being designed under a contract with Psomas and design is approximately 90% complete. Psomas is addressing 90% plan review comments. • A public meeting was held on September 24, 2014 in the City Council Chambers. • Council approved the Final MND on October 21, 2014. Caltrans approved the NEPA on January 21, 2015. This allowed final design to begin. • Right-of-way Acquisition in progress and estimated to be complete spring 2016. • Coordinating with the railroad: project impacts two railroad crossings.		

Project:	**08-58, Main Street Streetscape Enhancements (Third St to Sixth St)**		
Phase:	Construction	**PM:**	Olmedo
Description:	Enhance downtown's role as the government, dining, entertainment, cultural and retail/specialty center of the community. Project limits are Main Street from East Street to Third Street. Improvements include curb bulb-outs at intersections, new curbs, gutters, sidewalks, and landscaping along with other enhancements in the public right of way as appropriate or affordable. Funded by a SACOG 2010 Community Design Grant.		
Status:	• 100% design completed by Laugenour and Meikle; bids opened March 5, 2015; Council award March 17, 2015; • NEPA completed June 2014. Caltrans Right-of-Way & utility coordination completed July 2014. • Caltrans approved request for construction authorization. • Construction complete; final punch list items in progress.		

Project:	**09-25, County Road 25A from County Road 101 to State Highway 113**		
Phase:	Construction	**PM:**	Pollard
Description:	Pavement rehabilitation and widening of County Road 25A between Highway 113 and County Road 101. Final configuration will be a 2-lane roadway.		
Status:	• Plans Specifications and estimates were completed by the Developer, Developer has agreed to construct improvements. Construction is expected to start in April 2015..Project is being constructed by a Developer		

Project:	**11-24, I-5 & CR 102 Interchange Landscaping**		
Phase:	Design	**PM:**	Ayon
Description:	This project is the landscaping phase of the I-5/CR-102 Interchange Improvements Project (#97-24).		
Status:	• Callander Associates completed 100% PS&E and is addressing Caltrans review comments to obtain a Caltrans Encroachment Permit. Once the Caltrans Encroachment Permit is obtained, staff will submit to Caltrans the Authorization Request to Proceed with Construction. • The I-5/SR-113 (CIP 00-06) Co-op Agreement has been revised and staff has moved some federal funds to this project's construction. Staff worked with Caltrans and SACOG and moved leftover federal funds from the I-5/CR-102 Interchange project (CIP 97-24) to this project. These federal funds can only be used for the I-5/CR-102 and I-5/SR-113 projects. • Construction is anticipated to begin in summer 2016.		

Project:	**11-27, Main Street and Cleveland Traffic Signal Improvements**		
Phase:	Pre-Design	**PM:**	Chavez
Description:	This project will upgrade the existing intersection and traffic signal equipment; and will install vehicle detection on Cleveland St, new signal poles, new signal heads, pedestrian audible signals, and pedestrian signal heads. Project will also reconstruct the non-compliant ADA curb ramps at the intersection. This intersection is one of the top 10 accident locations, thus its selection for grant use.		
Status:	• Design is substantially complete. • The environmental, NEPA and utility coordination process's have been completed. • Construction anticipated summer 2016		

Project:	**13-05, E. Main Street Improvement Project (East Street to Pioneer Ave.)**		
Phase:	Pre-Design	**PM:**	Olmedo
Description:	Project will resurface E. Main Street between East Street and Pioneer Avenue to widen and improve bike lanes, and complete sidewalks on the south side of the road. Staff is working to obtain additional funding to construct an off-street multi-use path on the north side of the roadway between Pioneer Avenue and Matmor Road.		
Status:	• Council approved Consultant contract with Mark Thomas for design services in Jan. 2015. • Staff applied for and received $1 million in grant funding for the construction of this project. • Staff is working with SACOG and Caltrans to transfer remaining funding from I5/SR113 to this project to allow for the inclusion of the multi-use path. • Mark Thomas & Co was selected through a quality based selection (QBS) process to perform the design of the project. • City in contract with Mark Thomas. Pre-Design underway.		

Project:	**16-01, 2016 Pavement Maintenance Project**		
Phase:	Delay	**PM:**	Ayon
Description:	Project will perform pavement maintenance seals and roadway restriping on roads within the area north of Main Street and west of West Street.		
Status:	• Due to recent ADA requirements on pavement maintenance projects and the significant amount of ADA ramps required for this work, the 2015 Pavement Maintenance Project (CIP 15-03) has been combined with the 2016 Pavement Maintenance Project (CIP 16-01) and is scheduled to begin construction spring 2016.		

Project:	**15-09 and 16-07, 2014/15 and 2015/16 ADA Improvements**		
Phase:	Design	**PM:**	Ayon
Description:	Project will complete ramps in various locations within the ADA priority route and within the area north of Main Street and west of West Street.		
Status:	• Environmental Clearance on January 13, 2015 for CIP 15-09. Environmental Clearance on September 17, 2015 for CIP 16-07. • The 2014/15 ADA Improvements Project (CIP 15-09) is being combined with the 2015/16 ADA Improvements Project (CIP 16-07) and is scheduled to begin construction spring 2016.		

Project:	**15-16, Main Street from Elm to Cleveland Streetscape**		
Phase:	Construction	**PM:**	Olmedo
Description:	The project will enhance downtown's pedestrian environment on Main Street from Elm to Walnut streets. The project is proposing to construct bulb-outs at intersections, and add parking, landscaped median and other pedestrian enhancements.		
Status:	• Design completed, bids opened March 4, 2015; Council awarded construction contract to B & M Builders, Inc. on March 17, 2015. • City in contract with B & M Builders Inc. Construction complete; punchlist items in progress.		

WATER INFRASTRUCTURE PROJECTS

Project:	**08-07, Surface Water Project**		
Phase:	Construction	**PM:**	Busch
Description:	This project includes a regional water supply project jointly funded with the City of Davis and UCD. It will provide 18 million gallons of water per day for the City of Woodland; including storage tank, storage pumping facilities and related water transmission lines to get the high quality water into the City. Some of our existing wells will be converted to Aquifer Storage and Recovery (ASR) wells; and ultimately, new ASR wells will be used to supplement summer water use, peak hour and peak day water demands. These ASR wells will also help us bridge over the periods when there may be water right curtailments. Project continues to progress according to established project cost and schedule.		
Status:	• Construction work is 90% complete. Recently completed work includes: connection to permanent power supply; installation of electrical equipment and pulling wires; continued earthwork at the solids drying beds and structures; completed metal building construction for the Finished Water Pump Station and Chemical Building, completed major work at the Operations Building, Maintenance Building, Ozone Building, and In-Plant Pump Station,;; and begun prep work for in plant roads. The offsite piping work has been tested including the Woodland North and South Finished Water Transmission Mains, Davis Finished Water Transmission Main, and Raw Water Pipeline. • The Joint Intake project with RD2035 has completed major structural concrete pours for the Intake Structure, including installation of the fish screen and removed the cofferdam, trestle, and cranes. The WDCWA pumps have been installed along with the discharge pipes under CR 117. The outlet structure is completed. • The project team has started planning for the conversion to surface water beginning end of May, 2016, including: coordination with DDW, water main flushing, additional water sampling, and chemical treatment at existing well sites ahead of conversion. • Public involvement meetings and outreach is continuing.		

Project:	**08-28, Modify Well Casings**		
Phase:	Design	**PM:**	Busch
Description:	Work to include modifications to well casings to extend life expectancy and reduce the level of nitrates in the well water. Specific wells to be modified will be determined the year before work is to be done. At this time the most likely wells to be modified are Wells 10, 11, 13, 14, 17 and 21. Work will also include video inspection, cleaning, doing minor repairs to pump shaft and bearings, and minor repairs to casing.		
Status:	• Staff met with CDPH regarding permitting for the modifications to Well #10 to reduce nitrates. Staff provided a modification package for Well #10 to CDPH based on design modifications that were coordinated with CDPH. Work is currently on hold.		

Project:	**09-23, Water System Leak Detection and Repairs**		
Phase:	Design	**PM:**	Busch
Description:	This project includes identification and prioritization of water mains throughout the City in need of repair or replacement, including elimination of undersized pipes. The project involves replacing the 2" back of sidewalk mains with a new 8" diameter main, and abandons the 2" mains. The initial focus is on streets with the highest numbers of water main breaks and cast iron water mains over 60 years old. A prioritized list of streets has been prepared to cover the next several years of projects.		
Status:	• Design of the 2017 Water Main Replacement Project is 65% complete. The streets selected for water main replacement are generally located east of West Street and south of Lincoln and near Christensen Park. The project design will be bid in late Fall/winter 2016.		

Project:	**12-05, Water Transmission Main (West)**		
Phase:	Construction	**PM:**	Fong
Description:	This project is identified as part of the surface water project to improve water quality and offset the declining water quality from the groundwater supplies. This pipeline is a segment of the transmission line that will convey treated surface water from the new regional water treatment facility to all areas in the City. This segment of pipeline runs from East Street to Ashley Avenue.		
Status:	• Construction began in June 2015 and construction is mostly complete with only the microsufacing of Ashley remaining. Water line portion of the Project was complete in December 2015. Paving of Ashley will occur in Spring 2016. • The project also includes a direct tie-in of Well 16 to the transmission main to facilitate blending with surface water and a flow meter to allow for calculation of the blending percentage. A connection to facilitate discharge of water from the well to the storm drain is included in this work. This work is necessary to meet water quality requirements.		

Project:	**14-13, ASR Testing and Modeling – Surface Water Project**		
Phase:	Design	**PM:**	Busch
Description:	The project involves development of a transport model to determine the storage capacity of the aquifer, degradation of the aquifer due to aquifer storage recharge and geochemical effect of the aquifer storage recharge.		
Status:	• SEIR for the ASR operations has been completed. • Work has begun to permit long term operation of the ASR wells with the RWQCB		

Project:	**15-02, New ASR Wells #29 and #30**
Phase:	Design/Construction **PM:** Busch
Description:	The project involves the design and construction of two new Aquifer Storage and Recovery (ASR) wells allow for the injection of surplus surface water in winter; and supplement supply of surface water in summer and to meet peak demand needs. The new ASR wells will replace existing Wells #4 and #11.
Status:	• Carollo Engineers designing the new ASR wells. The 90% design package for the above ground facilities has been completed and reviewed. Carollo is working on the final design package, which is due in early February 2016. Bidding is anticipated in February 2016. • The sonic coring has been completed, aquifer materials were sent for minerology testing and for gradation. The gradation is used to size the filter pack material and the minerology is to determine whether certain elements exist in the aquifer materials. Minerology work has been completed; additional work is ongoing to determine reactivity of minerals present in the aquifer materials. • As part of the well drilling contract, the existing Wells #4 and #11 will be evaluated for suitability for conversion to park irrigation wells. • Well drilling has been completed at Ferns Park (Well #30) for both the production well and monitoring well. • The intent is to complete construction of the wells by the end of 2016 to allow for surface water injection the first winter it is available.

Project:	**15-10, Recycled Water**
Phase:	Design **PM:** Busch
Description:	The City of Woodland is planning for a diversified water supply portfolio including future surface water, groundwater and local recycled water sources to meet current and future water demands. The City proposes to use its currently available tertiary treated Title 22 effluent from the City's Water Pollution Control Facility (WPCF) providing a firm capacity of approximately 2,700 gpm for future recycled water uses. The annual capacity of recycled water is 4,500 afy. The recycled water source would improve the City's water supply reliability by reducing potable demands during the summer months when demands are highest and/or impacted by drought conditions. Recycled water is very reliable even during drought conditions and would serve to drought-proof the City's overall water portfolio. During winter months, the recycled water source allows for the increased injection of treated surface water into the ground through the City's ASR wells. The expected potable water savings from implementing the Phase I Project sites would be approximately 1,277 afy at start-up.
Status:	• The drought IRWM grant application (Westside) has been completed. Woodland was awarded $2M in grants for the project. Project is eligible for additional grant money under Proposition 1, pending completion of application process. • The SRF loan application is nearly completed. The SRF program for recycled water provides funding at 1% interest. • The recycled water program permit package and O&M Manual is completed and has been submitted to the SWRCB for approval. • The recycled water project is out to bid, project is planned to be awarded February 2, 2016, pending completion of the SRF loan. • The SWRCB Division of Water Rights has approved the Wastewater Change Petition which allows for the diversion of WPFC effluent to be used for recycled water. • A study evaluating the appropriate rate structure for recycled water has been completed. User agreements with the initial users of recycled water have been completed.

Project:	**15-19, 2014 Water Main Replacement Project**
Phase:	Construction **PM:** Busch
Description:	The 2014 Water Main Replacement Project design is completed. The streets selected for water main replacement include: Shasta Place, Lassen Place, Plane Avenue, N. Grand Avenue, McKinley Avenue, and Antelope Street between Cottonwood Street and West Street.
Status:	• The project is largely completed. The main outstanding task is crack sealing of the paved areas.

Project:	**16-09, Wells #24 and #26 Water Main**		
Phase:	Construction	**PM:**	Fong
Description:	The State of California's new MCL for hexavalent chromium generally precludes the long term use of the existing groundwater wells directly into the water distribution system. There are additional water quality issues with using the existing ground water wells directly into the distribution system, including hardness 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, and hardness, can be blended to lower levels with the surface water. 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. The project entails extending water main to directly connect both wells to the transmission main without any connection to the distribution system. The total linear feet of the project is approximately 4,000 LF. Piping reconfiguration will be necessary at both well sites along with landscaping work to restore disturbed surfaces.		
Status:	• The design of the project is underway. The project is planned for construction in summer 2016.		

FLOOD AND STORM DRAINAGE PROJECTS

Project:	**09-15, Lower Cache Creek Feasibility Study**
Phase:	Pre-Design **PM:** Busch
Description:	This project engages local, regional state and federal agencies in the development of comprehensive strategies to minimize the risk of flooding from Lower Cache Creek while enhancing water supply and the ecosystem in a manner that reflect community values. The focus areas will be on initiating studies in cooperation with the US Army Corps of Engineers (Corps), California Department of Water Resources (DWR) and other regional agencies and outreach that will inform the community of the conceptual solution.
Status:	• The Corps is working toward Milestone #2. Milestone #2 is the Tentatively Selected Plan and narrows the 4 current alternatives to 1 alternative for the remainder of the study. • The Corps has continued to refine the 4 alternatives and prepared detailed cost estimates. The alternatives have largely been refined to two working alternatives. • The Corps completed the benefit/cost analysis for the alternatives. • Project impacts regarding work within the Cache Creek Settling Basin (CCSB) are being evaluated including mercury and methlymercury. • The Corps has started the project EIR/EIS. • The City has been awarded a $5M grant for the Lower Cache Creek Basin Woodland Integrated Flood Risk Reduction Project under the new Urban Flood Risk Reduction (UFRR) program. A draft scope of work has been developed. • Staff is working on a financing strategy for the local cost share of the project including coordination with the regional partners. • The Flood Control Advisory Committee has held six meetings. The committee is being informed of work to date on the project. • The Corps study is being paused for approximately 6 months (until July 2016) to allow for DWR to evaluate impacts of the alternatives on the CCSB and for the City to refine the alternatives.

Project:	**09-31, Storz Pond Maintenance**
Phase:	Construction **PM:** Fong/Lloyd
Description:	This contract with the YCRCD will provide on-going maintenance of the pond for minimal cost. Maintains Storz Pond to meet City and area-wide drainage needs. Funding is from Storm Drain In-Lieu revenue already collected.
Status:	• Native grasses are responding well and becoming established. • Transitioning to a maintenance project.

Project:	**11-13, North Gibson Ponds Modification for Storm Drain**		
Phase:	Study	**PM:**	Fong
Description:	Project includes the updating of the drainage plan for the south urban growth area, followed by the former wastewater treatment plant ponds on the north side of Gibson Road being repurposed for storm drain detention. The project will allow for storm water generated by the build out of Spring Lake to be managed.		
Status:	First draft of drainage study provided to the City in January 2015 and comments have been reviewed with the consultant. Additional work is needed to complete the study and that work is being coordinated. Completion of the study is expected in Spring 2016.		

SEWER INFRASTRUTURE PROJECTS

Project:	**08-21, Annual Sewer Repair and Replacement**
Phase:	Design & Construction **PM:** Busch
Description:	Repair and/or replacement of existing sewer mains and laterals based on priorities as determined during routine maintenance work and video surveys of facilities.
Status:	• Sliplining of badly eroded concrete pipe on Beamer Street is the next planned project, scheduled for construction in summer 2016. • The next round of deep sewer repairs is being designed, including lining of the failed sewer sections. Construction is planned for summer 2016.

Project:	**10-11 Treatment Plant Expansion – Biosolids**
Phase:	Construction **PM:** Busch
Description:	This project consists of the disposal of biosolids that have accumulated in the storage ponds at the Water Pollution Control Facility (WPCF). To date, over twenty years of biosolids have been stored in approximately five storage ponds and the Regional Water Control Board requested that the City present a disposal plan during the application process for the waste discharge permit adopted in February 2009. The Regional Board will expect the City to begin the process for biosolids removal from the ponds in accordance with the submitted plan. The disposal plan includes removing one pond from service every third year, dry out the solids and have a disposal company contracted to remove the biosolids for either landfill disposal or farmland application. If the City does not follow through with the biosolids disposal plan by the end of the new NPDES permit cycle, which will be in 2014, then we can anticipate the Regional Board will give the City a biosolids requirement that may prove to be very costly to comply with in the next NPDES permit.
Status:	• The construction of the Phase 3 Pond System Enhancements is has been largely completed. The project is described below. • An operable gate and a drying pad will be constructed to facilitate management of waste contaminated soil from sewer collection operations. This pad will be located between South Ponds #1 and #12. • Pond #9 and #10 were treated with soil cement lining and South Pond #8 was cleaned out in 2014. This was required in the 20145 NPDES permit. There will also be some minor piping changes done to the (WAS) distribution system and "water cap" circulation system to allow South Ponds #7 through #11 to be isolated from the system. Several gate structures were replaced due to corrosion. This will facilitate drying and cleaning the sludge from these ponds after the biosolids in the ponds are stabilized. • Approximate 200,000 tons have been moved to North Pond # 9. Yolo County and the City will be working on modification of the biosolids rules for disposal of "Class A - Exceptional Quality Pathogen tested," produced in Yolo County having a record keeping requirement for applications of 10 tons per year per acre to conform to the State rules for the same product type. This would facilitate land application for the City of Woodland.

Project:	**12-02, Oxidation Ditch Retrofit – Phase 1**		
Phase:	Construction	**PM:**	Fong
Description:	During the analysis done by Carollo Engineers for the Woodland Davis Regionalization Study, it was learned that the present ditch rotor system was not performing at a level to give the Water Pollution Control Facility (WPCF) its rated capacity for solids (Biological Oxygen Demand) of 8.0 MGD. The several rotor sets are reaching the end of their useful life and are scheduled to be replaced. Instead of replacing the inadequate rotor system, it is proposed that a new solids aeration system be retrofitted into the existing ditches to raise the solids capacity to match the existing hydraulic capacity (10.4 mgd). This project will result in increasing the solids capacity of the WPCF to match the hydraulic capacity of 10.4 mgd. It will also improve "settling characteristics" in the clarifiers and provide better UV disinfection and save $100K per year in electric costs when the WPCF is operating at capacity.		
Status:	• Construction work is underway with the contractor working on modifications to the aeration ponds, electrical work, and SED piping. The construction is approximately 65% complete. • The concrete work in Oxidation Ditch #4 is completed. The blower building including blowers and electrical work is completed. The SED pipeline is being installed. • The startup of the first oxidation ditch is planned for January 2016. • Project in construction with expected completion by fall 2016.		

Project:	**15-18, Mechanical Screens Replacement, Phase 2**		
Phase:	Construction	**PM:**	Fong
Description:	Existing screens at the headworks of the Water Pollution Control Facility are at the end of their useful life and are allowing large particles into the treatment process which can damage the treatment operations. Replacement of these screens has been planned as part of the WPFC asset management planning.		
Status:	• Construction began in early 2015. • Construction expected to be complete by spring 2016.		

Project:	**15-15, Dog Gone Alley Utilities**		
Phase:	Construction	**PM:**	Kimura
Description:	The project includes the replacement of approximately 500 feet of sanitary sewer and water main along Dog Gone Alley and Memorial Lane. The sanitary sewer was constructed at the north side of the alley right-of-way and consequently, a structure was constructed on top of the pipe. There was a sag in the sanitary sewer on Memorial Lane which can cause sewage backups.		
Status:	• Construction of the sanitary sewer and water main is has been completed. • Paving work is planned for April 2016 in coordination with construction the State Theater construction project.		

PARKS AND FACILITIES PROJECTS

Project:	**13-07, Community and Senior Center Emergency Generator**		
Phase:	Close-Out	**PM:**	Wurzel
Description:	Project will provide and install a new 250 kw emergency generator to power essential electrical circuits. Work includes wiring modifications in electrical room to install new automatic transfer switch. Transferred PW Operations funds into capital project.		
Status:	• Construction was awarded September 2nd. Construction started October 8th. • The generator was delivered and installation is underway. • Installation was completed April 2015. Final acceptance scheduled for August 18, 2015.		

Project:	**15-05, SLSP N3 Park**		
Phase:	Design	**PM:**	Olmedo
Description:	Purchase 8 acres of land for Spring Lake Specific plan in the southeast area of Spring Lake.		
Status:	• Preliminary conceptual discussions. • In contract with Callander Associates for feasibility study. • First public meeting/workshop was held on February 12th with Springlake residents to discuss 8 and 9 acres options. • Masterplan accepted by Council during October 6 meeting. Negotiations of park land in progress. • Under contract with Callander Associates for design services. Design underway. • Construction anticipated for summer 2016.		

Project:	**15-08, Library Improvements**		
Phase:	Pre-Design	**PM:**	TBD
Description:	Renovation of 1,600SF space of existing library into a state of the art Maker Space.		
Status:	• Preliminary conceptual discussions. • Public meeting/workshops were held summer 2015 to discuss options. • Contract negotiations in process with Architect for design services. • Construction anticipated for Fall 2016.		

ADMINISTRATION

Project:	**2016 Engineering Standards**		
Phase:	Admin	**PM:**	Chavez
Description:	Updating the Engineering Standards to stay current with regulatory requirements, current construction practices and experiences and meet ongoing maintenance needs.		
Status:	• Preparing revisions based on input from city engineering and maintenance staff. • Ongoing		

Legislation Text

2.

File #: 16-349, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Public Safety Department (Police and Fire) Quarterly Status report for the period of October 2015 through December 2015

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

Staff Contact

Dan Bellini, Chief - 661-7865, dan.bellini@cityofwoodland.org

Background

- The Public Safety Department Quarterly Status Report includes a summary of all activity within the Department (Police and Fire). In lieu of providing comprehensive monthly status reports to the City Council and department heads via e-mail communication, the City Council receives Status Reports on a quarterly basis via agenda packet.

Prepared by: Bonnie Sylva, Administrative Secretary

Reviewed by: Dan Bellini, Chief

Paul Navazio

Paul Navazio, City Manager

Attachment: 2015 4th Quarter Report

PUBLIC SAFETY DEPARTMENT

Quarterly Report

DATE: February 4, 2016

SUBJECT: QUARTERLY REPORT FOR OCTOBER-DECEMBER 2015

POLICE:

PATROL AND INVESTIGATIONS SIGNIFICANT CASES:

OCTOBER:

▪ *October 3*: officers were contacted by South San Francisco Police Department regarding a suspect from a robbery case they were working who resides in Woodland. The suspect was wanted on a $500,000 arrest warrant for mayhem and strong-arm robbery. Officers searched for the subject and located his residence off Ashley Avenue. When the suspect came home late in the evening, officers were waiting and took the suspect into custody. The suspect was booked, and South San Francisco PD transported him to their jurisdiction.

▪ *October 4*: an officer was patrolling the area of East Gum Avenue and Kate Lane when he observed a known subject walking. The officer knew the subject had a warrant for felony domestic violence and stopped the suspect. The suspect gave false ID to the officer. A few moments later, the suspect fled. A foot pursuit ensued, and the officer captured and arrested the suspect. The suspect was searched and had in his possession a meth pipe and six baggies containing methamphetamine with a gross weight of 67 grams.

▪ *October 7*: officers were dispatched to Cottonwood Street regarding a female victim who had been shot. Officers located a 25-year-old female who had a single gunshot wound. It was reported that a vehicle drove through the parking lot at that location and a single gunshot was fired into a crowd congregating in front of one of the apartments. The victim was transported to UC Davis Medical Center for non-life threatening injuries. The case was turned over to YGTF.

▪ *October 8*: after more than a year of searching, a WPD detective tracked down and arrested a 74-year-old former Woodland resident in Mexico on numerous child molest charges involving a juvenile acquaintance. U.S. Marshals made the arrest and extradited him to a jail in Texas. The WPD detective flew to Texas to interview the suspect, who will be extradited to California.

▪ *October 15*: the entire Investigations Division and three CSI personnel responded to assist the Davis Police Department with an in-custody death investigation.

▪ *October 15*: officers were dispatched to the intersection of East Gibson Road and Ogden Street for a traffic collision involving a car and a pedestrian. Officers located the driver who was unhurt. The pedestrian was located lying in the road with major injuries. The victim was transported by ambulance to the UC Davis Medical Center in Sacramento. WPD had arrested the pedestrian, a 45-year-old Woodland resident, the previous day for public intoxication. He was released from the jail a few minutes prior to the collision. The investigation revealed that, for an unknown reason, he stepped into the path of the car.

▪ *October 17*: a detective was called out to assist patrol officers with a shooting investigation. An unidentified black male adult suspect left All Stars Bar the night before and fired several shots into the air near the 400 block of Grand Ave. Nobody was injured during this incident. The case was turned over to YGTF.

▪ *October 19*: officers heard several gunshots coming from the north-central area of town. Shortly thereafter, dispatch received two calls from citizens reporting several shots in the area of North Walnut Street and Woodland Avenue. Officers determined that there was a drive-by shooting targeting a residence on Woodland Avenue. Officers spoke with a witness who stated he observed a black vehicle, possibly a Ford Crown Victoria, travelling westbound on Woodland Avenue just after the shooting occurred. Officers located seven 9mm cartridge casings in the roadway on Woodland Avenue in front of the residence. Canvassing the area for evidence and witnesses, officers discovered the residence had been hit with two bullets. And two vehicles in front of the residence were hit, each with two bullets. The vehicles belonged to the occupants in the residence. The seventh round was never located. No one was hit by any of the bullets or injured by any debris from any of the bullets' impacts. This investigation was turned over to detectives.

▪ *October 22*: officers responded to the area of Fourth Street and Oak Avenue regarding gunshots that were heard in that area. Officers were advised by witnesses in the area that the incident occurred near a residence on Fourth Street and involved several subjects and multiple vehicles. Later that day, a subject called into dispatch stating he was the victim of the shooting. The victim advised that as he was passing the residence on Fourth Street, a subject fired a shotgun several times at his vehicle.

▪ *October 25*: officers responded to an area on Woodland Avenue in response to several individuals reporting shots fired. Officers located four spent shell casings in the roadway. There were no reported injuries, and officers did not locate damage to any houses or vehicles. Detectives and YGTF responded to assist in the investigation.

▪ *October 25*: officers responded to a narcotics complaint in the 500 block of California Street. Officers observed two subjects fleeing on foot. One subject dropped his identification and was recognized as a parolee. He was located on Community Lane, and a foot pursuit ensued. Officers set up a perimeter, and the subject was apprehended on West Main Street. During the arrest, the suspect head butted an officer in the face. The suspect was booked for felony charges and a parole hold.

▪ *October 29*: officers responded to an area of Cross Street regarding a subject trespassing inside an unlocked car. Before officers arrived, the subject fled the area. A witness advised officers of the direction of travel and provided a good description of the subject. Officers located the suspect, and he fled again. He tried to evade capture by jumping fences and running back and forth between Cross Street and Lincoln Avenue. The suspect was caught and taken into custody and booked. Dispatch advised officers he had a No Bail warrant out of Solano County. Officers also learned the suspect was involved in a recently stolen vehicle, was in possession of controlled substances, and possessed stolen property relating to the initial call on Cross Street.

NOVEMBER:

▪ *November 8*: an officer saw a vehicle traveling approximately 60 miles per hour in a 25 mile per hour zone in the area of Main Street and West Street. The officer activated his emergency lights and siren and attempted a vehicle stop for reckless driving. The vehicle accelerated as it drove eastbound on Main Street in an attempt to elude the officer. Officers pursued the vehicle for about five miles at speeds up to 80 miles per hour. The driver stopped the vehicle once during the pursuit and made gang hand signs before driving away again. While traveling northbound in the intersection of Community Lane and West Lincoln Avenue, the vehicle made a U-turn in front of the officers. The driver then drove the vehicle head-on toward an occupied police car, ramming it. The vehicle backed up, nearly striking an officer. The vehicle backed rapidly, nearly hitting the officer, and rammed the side of the patrol car. The vehicle continued backing rapidly westbound on West Lincoln Avenue, struck two parked cars, and pushed one of them into two more parked cars, and finally stopped. Officers performed a high-risk vehicle stop and detained the occupants. All four adult male occupants were Woodland residents. Two of the occupants complained of pain, but no other injuries were sustained in the incident. The driver was booked on eight felony charges: violation of probation, two counts of assault with a deadly weapon on a police officer, recklessly evading the police in a vehicle, driving under the influence of alcohol causing injury, and three counts of vandalism.

▪ *November 9*: officers were dispatched to the area of Royal Palms Trailer Park on Bourn Drive for the report of a male who had been stabbed. At the entrance of the park, officers found a male victim with stab wounds. He was transported by ambulance to UC Davis Medical Center for treatment of life threatening injuries. The victim had been in an altercation with another male while inside the park.

▪ *November 21*: officers were dispatched to Fifth Street regarding a stabbing that just occurred. The reporting party told dispatchers that her boyfriend had been stabbed by her father. Officers found the victim in the front yard of the residence suffering from multiple stab wounds. The victim was given emergency medical treatment by WFD and AMR personnel. He was transported by ambulance to UC Davis Medical Center. The victim had surgery and is expected to survive his injuries. A short time after the officers' arrived, the suspect came out of the residence seeking help for stab wounds he received during the altercation with the victim. He was given emergency medical treatment by WFD and AMR personnel and later transported by ambulance to UC Davis Medical Center. He was expected to survive his injuries. A third stabbing victim was located in the residence and officers were trying to determine his involvement in this incident. He was also given emergency medical treatment by WFD and AMR personnel. He was transported by ambulance to WMH.

▪ *November 28*: officers heard numerous gunshots coming from the area of Cottonwood and West Cross Streets. Several citizens called reporting the same. Officers determined the incident had occurred at an address on Cottonwood Street. Officers spoke with witnesses who reported hearing shots in the area. Officers found an apartment had been hit with three bullets – one near the front doorway, and two through an adjacent laundry room. The occupants were having a child's birthday party at the time, and there were approximately 20-25 people in attendance. Officers also discovered one round that struck DJ's Jewelry at 680 Cottonwood Street. Several bullet slugs were collected as evidence. It is not believed anyone was hit by any of the bullets or injured by any debris from bullets' impacts. However, a small amount of fresh blood was located on the ground near the apartment. The source of the blood is unknown, but officers believe it is possible the shooter may have been injured while firing the gun. The investigation was turned over to detectives.

▪ *November 28*: officers were called by at least three different reporting parties to the area of McKinley Avenue and Pendegast Street for a report of a male beating a partially clothed female while "dragging" her down the street. Officers arrived at the same time as medical personnel. Police and Fire personnel contacted the victim shortly before a citizen notified police of the suspect's general location in the area of Bartlett Avenue. The 16-year-old victim was transported by ambulance to WMH with non-life threatening injuries. Officers spotted the suspect in the backyard of a residence on Bartlett Avenue and setup a perimeter. Officers deployed less-lethal impact munitions twice in an attempt to gain the suspect's compliance but were unsuccessful. The suspect fled further into the large backyard and out of sight. K-9 and air units searched the area without success. After exhausting all available resources, it was determined the suspect was no longer contained within the perimeter and the search was discontinued. The victim told police she and the suspect had been dating on and off for several years and that day he tried to rape her on the grounds of the Woodland Cemetery. On November 29, the suspect was taken into custody while sitting at a bus stop on West Lincoln Avenue behind Raley's.

▪ *November 30*: an officer initiated a vehicle pursuit of a speeding vehicle. The pursuit went from the southwest portion of the city, out into the county, then back toward Woodland. The driver finally pulled over voluntarily, and the driver and passenger were taken into custody. Both occupants of the vehicle were known criminals. The driver was arrested for felony evading and the passenger was arrested for narcotics violations and a probation violation.

DECEMBER:

▪ *December 2*: a detective was called out to assist patrol officers with a possible rape investigation. The teenage victim reported to officers that she left school earlier in the day to meet up with an acquaintance, who is also a teenager. She said she was provided alcohol. The victim reported passing out and waking later with the fear that she may have been sexually assaulted. This is an active investigation.

▪ *December 5*: officers were called to Kenny's Bar on East Street for a report of a stabbing that had just occurred. Officers found a 54-year-old, male Woodland resident on the ground and bleeding from life threatening wounds. The victim was transported to UC Davis Medical Center in Sacramento by ambulance. Officers learned that the suspect, a 55-year-old male Woodland resident had fled on foot. Later that night, the suspect returned to the bar and he was taken into custody. A WPD detective had been dispatched to UC Davis Medical Center and was informed the victim had been pronounced deceased. The suspect was booked for murder.

▪ *December 7 and 8*: detectives, along with several other local LEAs, participated in a sex offender sweep and compliance check. This annual enforcement event is designed to ensure that sex offenders who are on probation or parole are not in possession of any items forbidden by their search terms. And to ensure registrants are living at the address they provide to law enforcement. This year, only one subject was arrested, which was for possession of a controlled substance.

▪ *December 20*: officers responded to an address on West Cross Street for a report of a female that had been struck in the face with a baseball bat. Officers contacted two sisters who said they went to an apartment on West Cross Street to confront one of the sister's ex-boyfriend (Victim #1) and his new girlfriend. Officers went to the apartment to contact Victim #1 and learned he was being treated at WMH for stab wounds. The bat assault was unfounded. It was determined that when the suspects went to the apartment to confront Victim #1, a physical altercation occurred. During the altercation, one of the suspects drew a knife and cut Victim #1 several times resulting in non-life threatening injuries. After conducting numerous interviews, the suspect was placed under arrest for domestic battery, assault with a deadly weapon, and vandalism.

▪ *December 21*: a detective investigated a report in which an adult female victim reported that her father had molested her repeatedly when she was a juvenile. Later that day, the detective arrested the suspect on nine counts of child molestation.

▪ *December 24*: dispatch advised that Yuba City police were chasing a vehicle toward Woodland from the area of Knights Landing. Yuba City officers requested that WPD officers take over the pursuit as they lost sight of the pursued vehicle. The next morning, WPD received a report of an abandoned vehicle parked and running, with its doors open, in the area of Cleveland Avenue and Hermosa Place. Officers arrived and found the Chevrolet Traverse that Yuba City PD had chased into Woodland. The vehicle had been reported stolen by its registered owner in Rocklin. It contained numerous stolen items including ID cards, wrapped Christmas presents, and an entire locked mailbox.
▪ *December 28*: officers were dispatched to the County Fair Mall regarding the burglary of the Marines Recruiting Center, and the attempted burglary of two other adjacent businesses. Officers looked at surveillance footage, and saw a lone male suspect entering the recruiting center and stealing items. The subject was located inside the mall at the time officers were investigating the burglary. The subject fought with officers upon being confronted and an extended physical altercation ensued. The two officers on scene requested assistance from other officers. The suspect was taken into custody and booked on multiple counts of burglary, vandalism, and assaulting a police officer.
▪ *December 29*: officers were dispatched to a residence on Fifth Street regarding a fire. Officers discovered that the fire was caused by an explosion of a marijuana honey oil lab that was being maintained by the resident there. The suspect was arrested and the children that resided in the residence, and who were present at the time of the explosion, were taken into protective custody by CPS. The case was turned over to YONET.
▪ *December 29*: a detective was called out to assist a patrol officer with a sexual assault investigation. The juvenile victim reported that her adult male cousin sexually assaulted her inside his residence two days prior. This is an active investigation.

A total of 170 transients were arrested for violations ranging from violation of the City's no camping ordinance, drunk in public, narcotic violations, recyclable thefts, and warrants.

POP Projects:
There were three new POP Projects opened during the 4th quarter of 2015, and there are six still open.

Special Enforcement Team (SET):
S.E.T. had the following activity for the 4th quarter of 2015:

Activity	Oct	Nov	Dec	Qtr. Total
# PRCS subjects contacted	3	5	18	26
# Probationers not on PRCS contacted	5	3	4	12
# Parolees not on PRCS contacted	0	1	0	1
# Home searches conducted	6	6	13	25
# Vehicle searches conducted	0	2	5	7
# Felony arrests	2	12	10	24
# Misdemeanor arrests	0	0	1	1

School Resource Officers (SRO):
The SROs had the following activity for the 4th quarter of 2015:

Activity	Oct	Nov	Dec	Qtr. Total
Consensual contacts	784	614	559	1957
Fighting	1	1	15	17
Alcohol violations	1	1	0	2
Gang activity	4	2	1	7
Narcotics	7	11	0	18
Truancy	0	3	0	3
Tobacco use	0	0	0	0
Vandalism	0	0	0	0
Theft	0	0	0	0
Weapons	0	0	0	0
Misdemeanor crimes	0	0	0	0
Felony crimes	0	0	0	0
Administrative/Home visits	31	42	14	87
Arrests	5	2	0	7
Citations issued	6	2	0	8

Statistical Report:

CRIME				Calendar Year 2015	
Category	**Oct.**	**Nov.**	**Dec.**	**Reported to CA DOJ**	**Percent change**
Homicide	0	0	1	1	-80%
Rape	1	0	2	16	23%
Robbery	4	6	3	51	-12%
Aggravated Assaults	13	48	11	196	-13%
Simple Assaults	47	40	26	527	57%
Burglary	24	31	35	327	-23%
Larceny/Thefts	90	79	121	1,230	13%
Auto Theft	14	37	23	242	1%
Arson	2	0	0	15	-48%
TOTAL	**195**	**241**	**222**	**2605**	

WORKLOAD

Calls for Service	**Oct.**	**Nov.**	**Dec.**	**TOTAL**
Priority 1	113	93	113	**319**
Priority 2	2034	1664	1820	**5518**
Priority 3	97	141	112	**350**
All other calls for service	3377	2853	3115	**9345**
TOTAL	**5621**	**4751**	**5160**	**15532**
Response Times				
Priority 1	7:26	7:29	8:33	
Priority 2	11:16	11:16	11:06	
Priority 3	24:27	27:22	38:22	

Reports				
Online Reports/Coplogics	27	29	20	**76**
Mail-in Reports (MLRs)	75	63	114	**252**
Other case numbers issued	493	480	460	**1433**
TOTAL	**595**	**572**	**594**	**1761**
Graffiti	**30**	**41**	**17**	**88**
290 Registrant Activity	**Oct.**	**Nov.**	**Dec.**	
Total registrants	122	126	118	
Other Information				
Total transient registrants	10	11	12	
290 PC violation warrants issued	0	0	1	
Not compliant w/annual update	0	0	0	

Personnel		
Oct.-Dec.	Budgeted	Filled
Sworn	64	62
Non-sworn (FTE)	15	15
Non-sworn (PT/Temp.)	4	3
Total	**83**	**80**

Volunteers in Policing (ViP):

The Department's growing ViP program added 1 new volunteer this past quarter. Total hours worked for the 4th quarter:

ViP Hours	**Oct.**	**Nov.**	**Dec.**	**Total**
Chaplains	18	16	21.5	55.5
Volunteers	523.5	391.25	318.85	1233.6

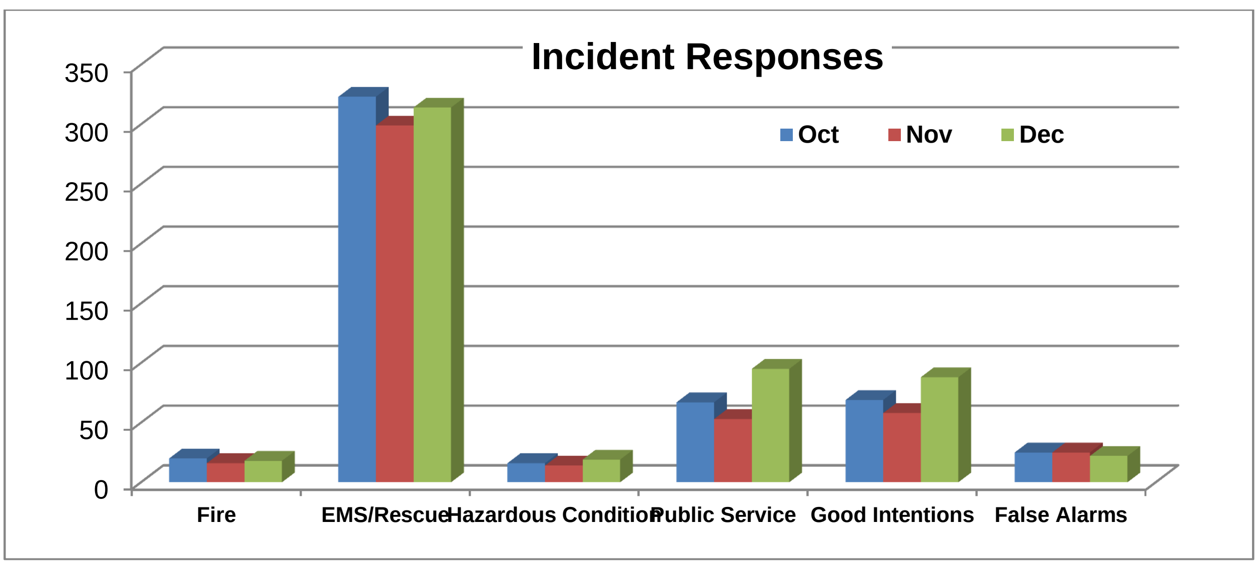
The chaplains' activities included call-outs for home deaths, death notifications, officiating funeral services for members of two other law enforcement agencies, participating in swearing-in ceremonies, grief counseling, responding to fatal hit and run, responding to a call-out from CHP for car vs. bicycle fatality, and attending a recruiting orientation meeting at Sac. LEC Academy.

The volunteers' activities included participation in several Special Events, assistance with DUI checkpoints, graffiti abatement, administrative work in several divisions (Detectives, Crime Analysis, Records, Property & Evidence), tagging abandoned vehicles, ViP background investigations, assistance with predictive policing, providing extra patrol at schools, washing and stocking patrol cars.

FIRE:

The Quarterly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

	Oct	Nov	Dec
Total Incident Responses			
Fire	20	16	18
EMS/Rescue	323	299	314
Hazardous Condition	16	14	19
Public Service	67	53	95
Good Intentions	69	58	88
False Alarms	25	25	22
TOTAL	**520**	**465**	**556**
Mutual/Auto-Aid	20	12	19
Concurrent Incidents	183	167	194
Fire Prevention			
Engine Company Inspections	107	19	124
Inspections	180	149	167
Plan Reviews	16	15	11
TOTAL	**303**	**183**	**302**
Code Enforcement Hours	0	0	0
Fire Investigation Hours	0	0	0
Public Education Events			
Fire Prevention	0	0	0
Engine Company	12	2	0
TOTAL	**12**	**2**	**0**



Concurrent Incidents:

These are incidents that come in simultaneously where apparatus and companies (a crew consisting of a Fire Captain, Engineer, and Firefighter) are either all committed to the same incident or committed to separate incidents at the same time called **concurrent incidents.** The breakdown of concurrent incidents is shown below:

# of Companies committed simultaneously	**Oct**	**Nov**	**Dec**
2 companies	105	94	94
3 companies	61	53	65
4 companies	14	18	25
5 companies	1	2	6
6+ companies	2	0	4
TOTAL	**183**	**167**	**194**
% of Total Incident Responses	**35.19%**	**35.91%**	**34.89%**

Response Time Average for initial fire engine on-scene (in minutes):

Call Type	**Oct**	**Nov**	**Dec**
Fire	6:16	5:15	4:59
EMS	4:06	4:17	4:12

Automatic or Mutual Aid:

Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request. Mutual aid occurs when fire departments provide help to one another upon special request when a significant event(s) (large incident or multiple small incidents) take place. Every fire agency in Yolo County is a signatory to this agreement.

	Oct	**Nov**	**Dec**
Aid Received	3	6	11
Aid Given	17	6	8
TOTAL	**20**	**12**	**19**

Significant Calls:

November 4: Engine-2 responded to the Community Center for a reported man down and CPR in progress. E-2 and AMR arrived to find the patient unresponsive and not breathing. CPR and AED were being used by bystanders on scene. Two men witnessed the patient collapse during a recreation league basketball game. The two men quickly started CPR, requested the AED unit, and called 911. E-2 and AMR took over CPR and the patient was transported to UCD with two firefighters on board to assist with patient care. The patient was revived and has made a full recovery. The two men were recognized for their heroic efforts with a Proclamation of Appreciation at a City Council meeting in December.

File #: 16-346, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Report on Use of Volunteers for City Programs/Projects During 2015

Recommendation for Action: Staff recommends that the City Council receive a report on the use of volunteers for City programs and projects during 2015.

Staff Contact

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

Fiscal Impact

The use of volunteers throughout the City augments the work that is accomplished during the year; however, there is no direct budget impact.

Background

Over the years, volunteers have been utilized by various city departments to complete a wide range of tasks and projects; however, there has not been a comprehensive citywide volunteer program (to coordinate and track efforts). While the City is continuing to increase its coordination of volunteer efforts, the tracking of hours will continue to be improved. In 2015, the City added a "How to Volunteer" feature to the City's website to provide a central location for residents, organizations, and others to obtain information on volunteer opportunities for the Senior Center, Community Services Department, Library, Police Department, and youth volunteer programs; a calendar of volunteer events; volunteer contact information for City partnership organizations; and contact information for general volunteer questions. The City also became a partner of "Justserve.org" which is an online volunteer service that matches volunteers with volunteer projects. While City programs and projects have benefitted from the use of volunteers for a number of years, this report attempts to quantify for the first time the overall benefit of volunteers during a full year.

Discussion

In 2015, more than 700 individuals contributed in excess of 34,000 volunteer hours for City departments. A number of the individuals volunteered on a regular basis while others participated in one-time projects or events. The following table provides a snapshot of the 2015 volunteer efforts and department summaries/highlights are detailed separately.

City of Woodland 2015 Volunteer Program Snapshot		
Department	**Number of Volunteers**	**Volunteer Hours**
Library	225-plus	20,820.75
Public Works	233	not available
Police	36	4,460
Community Services	210	8,787
TOTALS	**704-plus**	**34,067.75**

Library - More than 150 adult volunteers assisted the library with shelving books, serving as shelf readers, participating in special projects/events, working on adult literacy programs, maintaining the Rose Garden, staffing Friends of the Library events and books sales, maintaining the book room, and mending books. The Library's 75 teenage volunteers worked on the summer reading program, served on the Teen Advisory Board, and staffed eleven special events including the Homework Club, Halloween Party, and Murder Mystery Night.

Public Works Department - Approximately 233 volunteers assisted the department with various projects including the installation of playground fiber (wood chips) at City parks, prepping and painting the Cemetery fence, repairing a wood trellis at one of the parks (Eagle Scout project), constructing/installing a wood bench for the Veterans section of the Cemetery (Eagle Scout project), serving as docents for the annual Home Water-Wise Landscape Tour, participating as guest speakers during the Water-Wise Wednesday workshops held in March, and assisting with event setup, traffic control, participant surveys, and material sorting at the annual Pharmaceutical Take-Back event.

Police Department - The Volunteer in Policing (ViP) program assisted the Police Department with several programs including investigations, crime prevention, crime analysis, patrol, property and evidence, traffic, parking, records, and administration. The department's 36 volunteers also worked on graffiti and vehicle abatement efforts.

Community Services Department - Eleven teenage volunteers worked as activity leaders for the Summertime Fun Club, a daily recreation program for children between the ages of six and eleven. The Teens Helping Seniors program provided an opportunity for 24 teenage volunteers to earn community service credits for school while serving senior citizens within the community. In addition, an adult volunteer helped staff the administrative functions of the department (year-round) with data research and input, updating the Commission on Aging's annual summary listing of Woodland apartment complexes, filing, and bill processing.

The vast majority of the programs offered through the Senior Center are led by volunteers. Last year, approximately 174 volunteers led and/or helped coordinate programs, classes, and administrative assignments in eight functional areas: art, exercise, games, general, education/resource, events, support, and special programs. These areas cover more than 60 different activities including ceramics, low impact aerobics, yoga, bridge for fun, senior movie day, thrift store operation, legal consultations, computer lab, senior resource and fraud fairs, arthritis support group, stroke support, tax-aide, and welcome desk staffing.

Conclusion

Staff recommends that the City Council receive a report on the use of volunteers for City programs and projects during 2015.

Prepared by: Dan Sokolow
Senior Planner

Reviewed by: Christine Engel
CSD Director

Paul Navazio, City Manager

Legislation Text

4.

File #: 16-354, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: General Plan Update Progress Report

Recommendation for Action: Staff recommends that the City Council receive progress report #3 regarding the General Plan Update Project

Staff Contact

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

Background

The purpose of a monthly update will be to keep the City Council informed as to the progress of the General Plan Update Project, to alert the Council to any concerns or issue that may arise and to keep the Council appraised ahead with regard to potential upcoming workshops or meetings.

Discussion

Accomplishments/Activities for the Reporting Period

The General Plan consultant team has released the preliminary administrative draft chapters for review and comment:

Release Date	Chapter	Follow up
December 21, 2015	Recreation and Healthy Lifestyles	Comments provided by staff
January 18, 2016	Land Use and Development Strategy	Comments provided by staff
January 25, 2016	Economic Development,	Comments provided by staff
	Conservation and Sustainability	In progress
February 1, 2016	Public Facilities and Services	In progress
	Community Design and Historic Preservation	In progress
February 8, 2016	Administration and	Circulated
	Implementation, and	Circulated
	Health and Safety	
March	Transportation and Circulation	On going discussions

After release and review of the key chapters staff and the consultant team have worked to develop an overall outline for the document itself as well as for the organization and information for each individual chapter. Creation of a document that is readable and useable is a primary concern. Additionally; a great deal of effort has been focused on determining the appropriate presentation, including formatting and use of language, which is essential in articulating the community’s vision and development of appropriate goal and policy language to reflect that desired future. The General Plan is not only a working document used as the primary tool to assess future actions, but it serves as a promotional document that represents the intentional aspirations of the community.

After input is received on these first preliminary draft chapters, edits will be made and a second round of review will occur in March. It is anticipated that an early discussion with the General Plan Steering Committee will occur after completion of the second administrative draft in March 2016. Input and comments from the Committee will be addressed/incorporated into a public review draft scheduled for release in May of 2016. Following release of the public review draft a series of public meetings will be scheduled to receive comments on the draft plan.

General Plan Update Schedule

Short Term:

Dec 21 2015-Feb 8, 2016	Release of Preliminary General Plan (GP) Chapters
Jan-Feb 2016	Staff review and comment on preliminary chapters
March 2016	Second administrative draft release as a complete document and preliminary review with the General Plan Steering Committee, Administrative Draft of the CAP
April 2016	Administrative Draft of the Draft EIR
May 2016	Public release draft of the General Plan, Climate Action Plan (CAP) and public input meetings, public open house on the proposed GP

Long Term:

Jun 15 - Aug 15, 2016	Public release and review of the Draft EIR. Public meetings
Aug 16 - Sep 15, 2016	Edits to the GP, CAP and EIR Response to Comments
October 2016	Planning Commission Hearings
November 2016	City Council Hearings

Conclusion

Staff recommends that the City Council receive a progress report regarding the General Plan Update Project.

Prepared by: Cindy A. Norris, Principal Planner

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

City of Woodland

300 First Street
Woodland, CA 95695

Legislation Text

5.

File #: 16-315, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27 and authorizing bid advertisement.

Staff Contact

Miguel Chavez, Construction Project Manager - (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact

The current Capital Budget, adopted June 2015, allocated a total budget of $462,200 for this project, identified as CIP 11-27, $252,200 is funded as a Federal Highway Safety Improvement Program (HSIP) Grant and $210,000 is Road Development Funding.

The Engineer's estimate of probable construction cost is $315,000. The difference between the total project budget and the engineers estimate is the amount budgeted for design, construction management, inspection and construction contingency.

Background

This project will upgrade the existing intersection, installing new traffic signal equipment, vehicle detection on Cleveland Street, new signal poles, signal heads, audible pedestrian signals, and pedestrian signal heads. The project will reconstruct the four non-compliant ADA curb ramps at the intersection to bring them into compliance with current state and federal standards. The project will also microsurface and restripe the intersection.

Since 1998, the intersection of Main Street and Cleveland Street has generally ranked within the top 10 intersections with the highest number of injury accidents. Currently, the intersection does not have any vehicle detection and operates on fixed timing. Since Cleveland Street has a relatively low volume of traffic, drivers on Main Street are forced to stop even when no vehicles are present on Cleveland Street. This has created a situation where collisions can occur when drivers on Main Street fail to recognize, and stop for, a red light.

Discussion

The proposed improvements to the intersection lighting, signal faces and mast arms should improve driver visibility of the intersection and the signal lights. The installation of side street detection will ensure that Main Street is only stopped when vehicles are present on Cleveland Street. This is anticipated to decrease the number of collisions in the intersection.

Additionally, the signal and ADA improvements will improve the pedestrian and bicycle experience at the intersection by providing compliant facilities that reduce wait time and provide adequate crossing time.

Staff is processing the final plans through the Caltrans approval process and anticipates receiving final authorization for construction by mid- to late-February. Upon Council authorization, and Caltrans authorization the project will be advertised for bidding. Staff is anticipating a bid opening in March and a return to Council in April for contract award. The project is anticipated to be complete by the winter of 2016.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications for the Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27 and authorizing bid advertisement.

Prepared by: Miguel Chavez, Construction Project Manager

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

Paul Navazio

Paul Navazio, City Manager

ATTACHMENT:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND FOR THE MAIN STREET/CLEVELAND STREET SIGNAL INTERSECTION IMPROVEMENT PROJECT, CIP 11-27 APPROVING THE PLANS AND SPECIFICATIONS, AND AUTHORIZING BID ADVERTISEMENT

WHEREAS, Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27 is fully funded in the Capital Budget adopted June 2015; and

WHEREAS, the Project will upgrade the existing intersection and traffic signal equipment, construct new ADA compliant curb ramps and micro-surface the intersection; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA), and the Project is to be exempt under CEQA Guideline Section 15302(c) as a Replacement or Reconstruction of Existing Facility; and

WHEREAS, the Project has been reviewed in accordance with the National Environmental Policy Act (NEPA), and the State has determined that this project is cleared as defined by NEPA Guidelines.

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

Section 1. The City Council hereby approves the plans and specifications for the Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27, which are available on file with the City Clerk.

Section 2. The City Council authorizes City staff to advertise the Main Street/Cleveland Street Signal Intersection Improvement Project, CIP 11-27, subject to Caltrans authorization to proceed with construction.

PASSED AND ADOPTED this ________ day of ___________ 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

File #: 16-350, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Community and Senior Center Geothermal System Modification Project, approve Plans and Specifications, and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Community and Senior Center Geothermal System Modification Project

Staff Contact

Troy Thompson, Fleet & Facilities Manager, 530-661-5956, troy.thompson@cityofwoodland.org

Fiscal Impact

The overall project cost is estimated at $50,000 from design through construction of the project. The estimated project cost will exceed the FY15/16 Facilities projects budget, however, there are enough funds in the Facilities Asset Reserves to cover the difference. Upon authorization of this resolution, staff will obtain bids to determine the true cost of the project and return to Council to seek authorization to increase the FY15/16 Facilities budget accordingly.

Background

The Woodland Community & Senior Center hosts over 73,900 participants who use the facility for recreation classes, senior programs and facility rentals. Unfortunately, the facility has experienced significant cooling problems over the past two summers due to the issue with the geothermal system. There were several occasions when meetings were cancelled or the charges were partially reimbursed to patrons due to high temperatures inside the meeting rooms. The rise in temperatures was a result of the geothermal system not working effectively.

The geothermal system serves as the facility’s heating and cooling system; it is designed to transfer heat to and from the ground by taking advantage of the moderate temperatures in the ground to boost efficiency and reduce operational costs of heating and cooling systems. However, several conditions must be in place in order for the system to run effectively: adequate moisture levels in the soil to optimize heat transfer efficiency, adequate water treatment to protect the components from corrosion and scale buildup, and continuous circulation of the water throughout the geo-field.

After consulting with several firms who specialize in geothermal systems, staff learned that the water temperatures inside the underground loops should be at least 25° cooler than current levels. Staff was advised by the consultants that a higher rise in water temperature could result in the geothermal system being shutdown entirely as a protection measure to prevent permanent damage to the system components.

The Community and Senior Center's geothermal system was originally designed by Stantec Consulting Services (Stantec). Facilities Services obtained an assessment of the Community and Senior Center geothermal system by Stantec in September 2014; Stantec attributed the system's poor performance to the increasing temperatures of the water inside of the underground loops affecting the cooling performance and efficiency of system. Stantec provided a report listing options for assuring water temperatures remain within acceptable range. Staff, in consultation with Stantec, decided on several short-term options, as well as one long -term option, that were deemed to be the most cost efficient and effective means in resolving the issue. The chosen options were as follows:

- Automate the control of the circulating pumps and heat pump solenoid valves to allow for continuous water circulation of the water throughout the geo-field
- Program the Building Automation System to integrate with the automated controls and allow for easy user interface
- Automate the soil soaker system with a soil moisture sensor system to control optimization of the geo-field heat transfer
- Provide water treatment for the geothermal and building piping systems to prevent scale build-up and corrosion
- Install flow control balance valves at the underground vault to maintain better temperature differentials in the circuit loops

Discussion

Staff will pursue bids immediately upon Council approval of this resolution in order to complete the project ahead of the summer. Stantec agrees to be involved in the project in an advising role without charge and will assist in selecting qualified contractors to do the work. Staff will return to the Council once bids are received to request authorization for an increase to the Facilities budget if necessary. Otherwise, the City Manager will have the authority to approve the project if the costs are within the current fiscal year's Facilities budget.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorizing bid advertisement for the Community and Senior Center Geothermal System Modification Project.

Prepared by: Troy Thompson, Fleet & Facilities Manager

Reviewed by: Greg Meyer, Public Works Director

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:

Attachment A - Upgrade Recommendations for Geothermal Water Source Heat Pump System at Woodland Community & Senior Center, by Stantec Consulting Services

Attachment B - Resolution No. _____; A resolution approving the plans and specifications for the Community and Senior Center Geothermal System Modification Project, and authorizing bid advertisement

Upgrade Recommendations for Geothermal Water Source Heat Pump System at Woodland Community & Senior Center

Prepared for:
City of Woodland

Prepared by:
Stantec Consulting Services Inc.
1201 J Street, Studio 100
Sacramento, CA 95814

September 23, 2014

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EXECUTIVE SUMMARY

The following short term actions are recommended:

- Upgrade HVAC control system to control geothermal loop temperature. Upgrades consist of adding temperature sensor controllers and programming heat pump control valves to control/optimize geothermal loop temperature. This will increase the efficiency of the heat pumps serving the building. Raise room temperatures set points of all units during unoccupied hours.

- Clean/flush and add chemical treatment to the entire HVAC system. This will increase heat transfer efficiencies for the heat pump and protect the piping systems from corrosion.

- Automate the soil soaker system by installing a soil moisture sensor, controller, and solenoid valve. This will provide optimum soil moisture content to achieve good thermal conductivity of the soil. This will increase the heat transfer efficiency of the geothermal piping loop and save water.

- Install automatic flow control valves at the geothermal underground vault. This will insure even flow in all loop circuits.

Long term solutions include replacement of the existing system with packaged, unitary, or variable refrigerant flow systems as well as alternates that modify the existing system to improve summer cooling performance. These options are discussed in detail in this report. Some of the options are not recommended as discussed.

SYSTEM DESCRIPTION

- The construction on the facility was started in the summer of 2005 with commissioning in the summer of 2007.
- The central mechanical system design had 20 ducted Climate Master vertical water source heat pumps installed in attic service aisles throughout the facility. The units range in size from 26,000 btu/hr to 67,000 btu/hr (nominally 2 to 5 tons). The units are connected to a common outside air duct for ventilation air. There were six (6) rooftop packaged water source heat pump units from 118.5 mbh to 264.2 mbh (nominally 10 to 20 tons).
    - The initial design build-out air conditioning load on the geo-field was 58 tons @ 184 gpm for the indoor units and 72 tons @ 218 gpm for the outdoor units. Total load was thus 130 tons with 402 gpm circulated.

      Two (2) additional heat pumps were added to make the current estimated total load 152 tons and 470 gpm geo-field flow.
    - Two (2) additional rooftop gas-electric units have also been added to serve specific areas and are not part of the geofield system.
- The mechanical room has (2) 470 gpm/25 hp base-mounted centrifugal pumps (1 standby) in a lead/lag arrangement circulating the condenser water throughout the facility. The pumps are variable speed driven and operate off of system pressure.
- Normally closed bypass valves can be manually opened and closed to drain and purge the system. A written procedure for accomplishing this has been developed by 'Earthbound Energy Resources'.
- The facility heat pumps are connected to the common hydronic water loop that either rejects the heat of compression during the cooling cycle or absorbs heat during the heating cycle.
- The existing ground loop systems consist of HDPE pipe, with seventy 1,000 ft long horizontal slinky loops (30-inch spacing) in 175 ft long trenches. There are 5 grouping of 14 loops each headered together to twenty-four 2-inch diameter supply and return pipes which are then brought into an underground vault and connected to shut-off and control valves. The field is approximately 5 ft. below the ground level. The loops are piped in a reverse return arrangement. The field is direct return.
- An introductory site visit was conducted in early August 2014.
- A technical review mechanical site visit was conducted on September 9, 2014.
- Facility staff accompanied Stantec, provided access, explained facility system operation and pointed out known concerns with the system.

PREVIOUS SYSTEM MODIFICATIONS

Many reports and memos from May 2005 to April 2008 were reviewed for this report describing steps to improve the efficiency and operation of the system. The majority of the effort was to eliminate air that had been captured in the horizontal loop and to flush and purge the system.

The initial design intent was that the geofield be installed below a recreational field (soccer) that would be irrigated in the summer. Currently no recreation field exists, only bare ground and weeds. Due to the dry summer conditions, and without adequate moisture content in the soil, poor thermal conductivity is occurring.

A soaker system was installed at 4-ft. below the ground, and while in use, has assisted in maintaining adequate water temperatures. The system is manually turned on and off. However, due to metering and increased water rate fees, it is used sparingly.

It is reported that the winter heating operation is not a concern.

CURRENT OPERATING CONDITIONS AND CONCERNS

From 08/10/2014 to 08/16/2014 a chart recorder was installed to measure ground water supply and return temperatures. Multiple readings were taken per day from 4:45 AM to 11:45 PM. During the peak times of 11:15 AM and 4:15 PM the average return water sent to the facility air conditioning units was 105-degrees F. and supplied back to the geo-field at 110-degrees F. The peak return was 105.9-degrees F, and 111.7-degrees F. supply.

The following items listed are considered major concerns to be addressed:

1. The lack of adequate chemical cleaning and treatment is resulting in scale build-up in the geo-field and building piping system. The corrosion of the heat pump water coils is affecting performance and service life.
2. High geothermal loop temperatures in the summer are increasing water temperatures and affecting cooling performance and efficiency. While air entrapment in the geofield and facility piping is likely, there are also other factors at play.

SITE VISIT OBSERVATIONS

The following observations and/or concerns were found:

1. Lack of adequate water treatment. A chemical pot-feed is installed in the mechanical room system piping but is not used.
2. System pumps are controlled based on pressure and not on geothermal loop temperature.
3. Heat pump control valves open/close on demand.
4. Soaker system is manually operated.
5. Water tests performed in August 2014 did not include adequate data to determine complete water chemistry.

6. Building Automation System (BAS) is Alerton, maintained by L&H Airco.
7. During the visit many rooms were 'unoccupied'. All BAS system room temperature settings were between 68-degrees F and 74-degrees F.

SHORT TERM RECOMMENDATIONS

1A. Control circulating pumps and heat pump solenoid valves to optimize and control supply and return water **temperature** to and from the geo-field instead of being **pressure** controlled.

2A. Thru BAS system programming open the heat pump control valves to allow continuous circulation thru the geo-field.

3A. Automate soil soaker system with a soil moisture sensor system. Install a solenoid valve, controller and moisture sensor to control optimization of geo-field heat transfer.

4A. Raise room temperature set-points of all heat pump units during unoccupied times.

5A. Provide water treatment for the geothermal and building piping systems.

WATER TREATMENT PROCEDURE, GEOTHERMAL HEAT PUMP SYSTEM

1. Sample city water and test and record the following; pH, conductivity, TDS (Total Dissolved Solids).
2. Sample circulating loop water and test and record the following; pH, conductivity, TDS, Fe (ppm) and Cu (ppm).
3. Blow down all strainers in the system i.e. at main circulating pumps and at each unit.
4. Clean piping with a heavy duty cleaner (potassium hydroxide). Add cleaner until pH is 10.0 to 10.5 and circulate for a minimum of 24 hours. Blow down all strainers several times as the cleaner is being circulated.
5. Circulate and flush the cleaner with city make-up water and drain to sanitary sewer until the water is clear. Sample and test and record the following; pH, conductivity, TDS, Fe and Cu. The pH, conductivity and TDS should be close to the values of city water. The Fe should be <1.0ppm and Cu <0.5ppm. Continue the flush until the Fe and Cu values are achieved.
6. Once the cleaning and flushing procedure is complete add Propylene Glycol to achieve a minimum 10% concentration. Range should be 10% to 15%. Test and record this value with a refractometer.

Table 1 Short Term Recommendations

	Description	Advantages	Disadvantages	Opinion of Probable Cost	Opinion of Relative Energy Savings
1A	Control Circulating Pumps and Heat pumps solenoid valves	• Optimize and control geofield supply & return water temperatures • Increase unit compressor operation • Increase system efficiency • Better zone temperature control	None	$4,000 • New temperature sensors	1
2A	BAS Reprogramming	• Optimize and control geofield supply & return water temperatures • Increase unit compressor operation • Increase system efficiency • Better zone temperature control	None	$2,400 • Programming	2
3A	Automate Soaker System	• Optimize and control geofield supply & return water temperatures • Increase unit compressor operation • Increase system efficiency • Better zone temperature control	Additional water costs	$5,000 • Valves • Sensors • BMS Programming	4

	Description	Advantages	Disadvantages	Opinion of Probable Cost	Opinion of Relative Energy Savings
4A	Raise unoccupied areas room temperature set points	• Better comfort control	None	None	5
5A	Provide water treatment	• Increase units compressor life and operation • Able to better maintain system temperatures	None	$3,500	3

Energy Savings: 1 Highest to 5 Lowest

LONG TERM RECOMMENDATIONS

The following upgrades and system modifications are considered.

1B. Replace the interior vertical heat pumps system with direct expansion packaged roof-top gas electric units.

Advantages:
- Maintenance activities would not disturb occupants.
- Eliminates geofield and related mechanical room equipment.

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Disadvantages:
- Structural and electrical upgrades needed.
- Not as efficient as water source heat pump.
- Increase natural gas consumption.
- Installation would cause major disruption of facility operation and increase in operating costs.

2B. Replace the interior vertical heat pumps system with a Variable Refrigerant Flow System with fan-coils and rooftop condensing units.

Advantages:
- Eliminates geo-field and related mechanical room equipment.

Disadvantages:
- Structural and electrical upgrades needed.

3B. Replace the interior vertical heat pumps system with a variable volume system with air-cooled chiller, boiler and interior variable volume boxes (VAV) with hot water re-heat coils.

Advantages:
- Eliminates geo-field and related mechanical room equipment.
- Better temperature control thru added zones.

Disadvantages:
- Structural and electrical upgrades needed.
- Site work modifications.

4B. Install flow control balance valves in the 16 return pipes at the underground vault.

Advantages:
- Balance the flow rate and pressure drops thru the geo-field piping to maintain better temperature differentials in the circuit loops.

Disadvantages:
- Site work at the underground vault disruptions and permanent service area required.

5B. Install forced draft fluid cooler on-site between the underground vault and the 6”-diameter supply and return pipes into the Mechanical Room.

Advantages:

- Water temperatures will be maintained at optimum conditions. (90-degrees maximum for summer cooling operation). The system will revert to geo-field operation in the winter.

The enclosure would also contain (2) small circulating pumps, bypass valve arrangement, and electrical. An automatic sump cleaning system should be installed to help remove the build-up of solids in the fluid sump basin. The service life of fluid cooler is variable depending on the correct application of water treatment chemicals, bleed rate, quality of the make-up water, and normal corrosion due to air/water contact surfaces and outdoor environment.

Added benefit to maintaining good water quality at the tower is that it will extend the service life of the water source heat pump condensers and increase heat transfer efficiency.

The fluid cooler should be sized from 105-degres F entering water temperature to 90-degrees F. leaving water temperature.

Disadvantages:

- Site work disruptions and permanent service area required. Electrical service needed.

Table 2 Long Term Recommendations

	Description	Advantages	Disadvantages	Opinion of Probable Cost B	Opinion of Relative Energy Savings
1B A	Replace interior heat pumps with packaged roof gas electric	• Ease of maintenance without disturbing occurrences • Eliminates total geofield system	• Structural and electrical upgrades needed. • Not as efficient as water source heat pump	$600,000	5
2B A	Replace interior heat pumps with fan coil and variable refrigerant (Dx) System (air cooled)	• Eliminates total geofield system	• Structural and Electrical Upgrades needed	$750,000	4
3B A	Replace interior heat pumps with variable volume system (chiller, boiler, pumps, and controls)	• Eliminates total geofield system • Better temperature control thru added zones	• Structural and Electrical Upgrades needed • Site work modifications with service area requirements	$1,000,000	3
4B	Install flow control balance valves in geofield piping	• Better control of geofield temperatures and balancing of flows	• Site work modifications at the underground vault and service area requirements	$35,000	2
5B	Install fluid cooler in main piping between underground vault and mechanical room	• Geofield water loop temperatures will be maintained	• Site work modifications between the underground vault and the mechanical room	$90,000	1

Energy Savings:

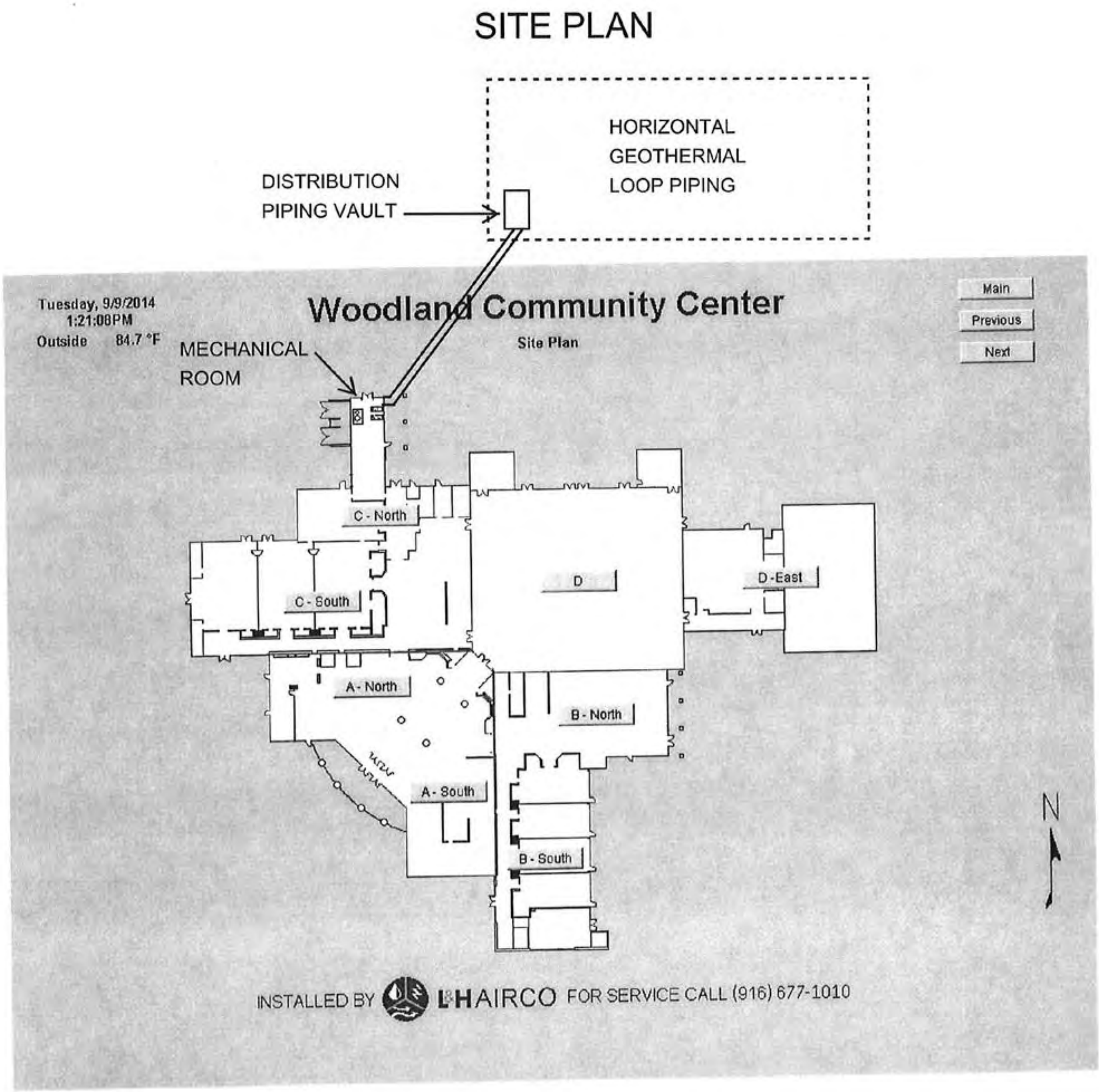
1 Highest to 5 Lowest

NOTES:

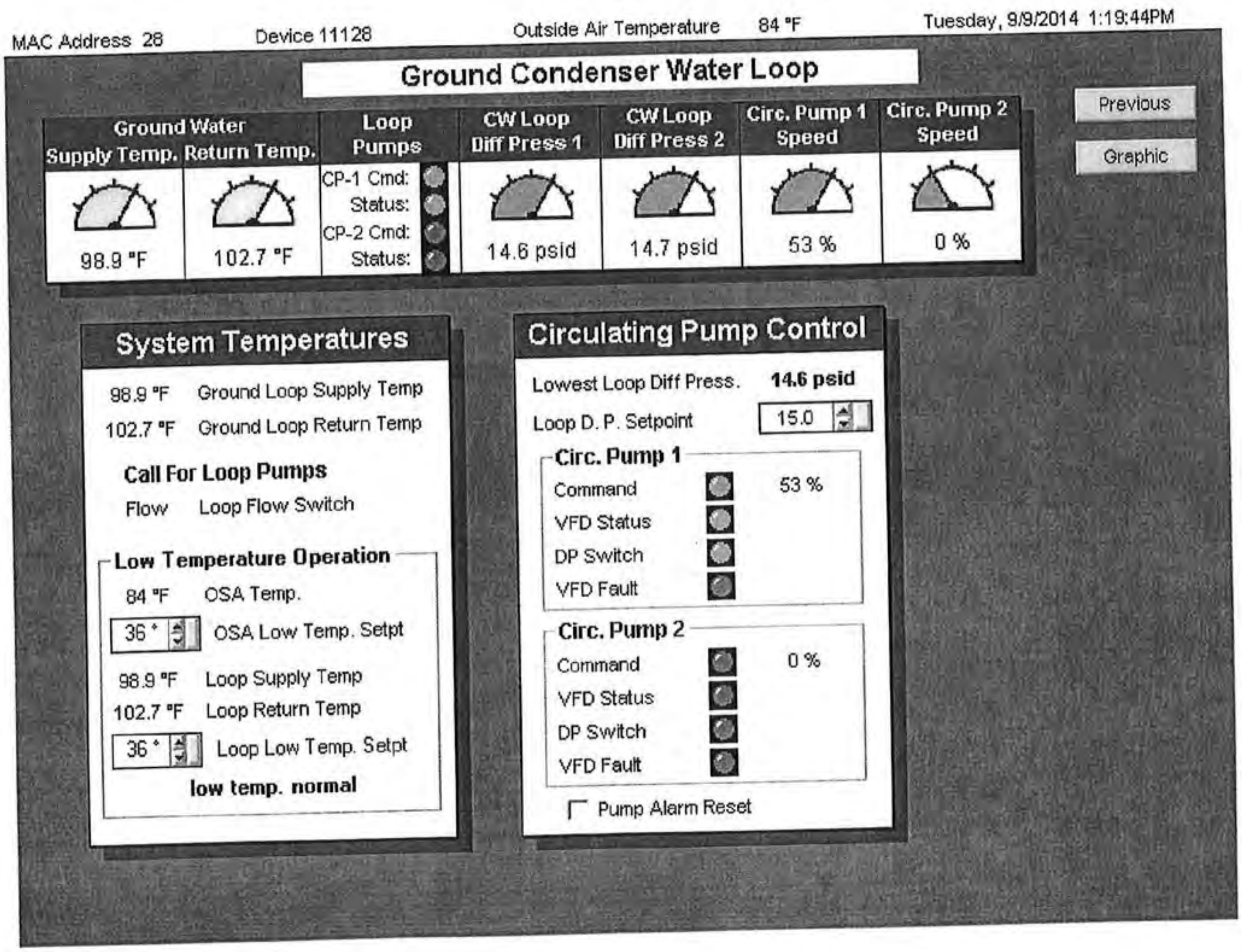
A 1B/2B/3B – no further considerations at this time since disadvantages and architectural, structural, and additional site system electrical upgrade costs will greatly exceed the MEP costs and may not produce meaningful savings. Additionally the entire facility would likely be closed for an extended period of time during construction.

B MEP Costs only. Must add architectural and structural costs. See Note A.

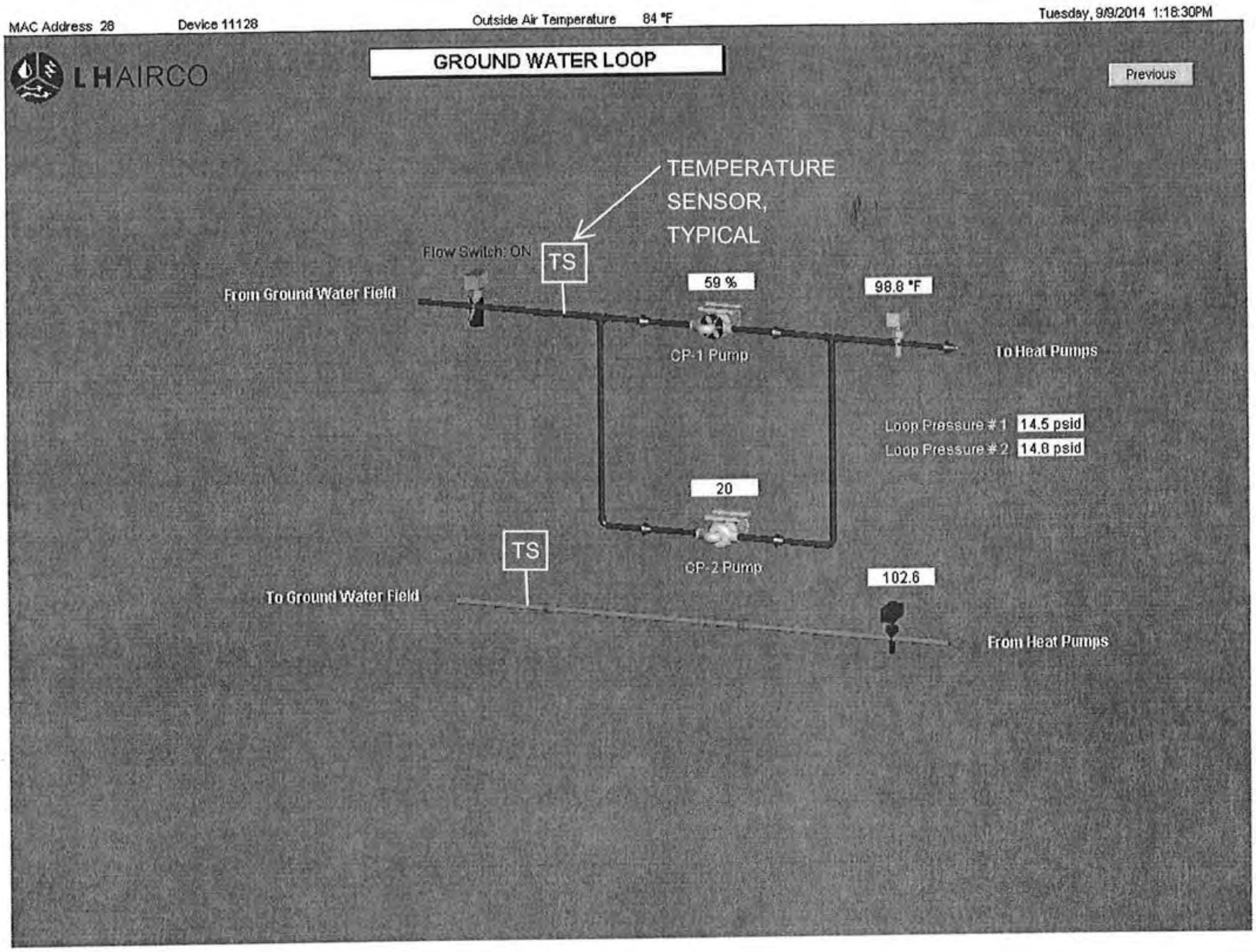
APPENDIX


SITE PLAN
HORIZONTAL GEOTHERMAL LOOP PIPING
DISTRIBUTION PIPING VAULT
Tuesday, 9/9/2014
1:21:08PM
Outside 84.7 °F
Woodland Community Center
Site Plan
Main
Previous
Next
MECHANICAL ROOM
C - North
C - South
D
D -East
A - North
B - North
A - South
B - South
N
INSTALLED BY L&H AIRCO FOR SERVICE CALL (916) 677-1010

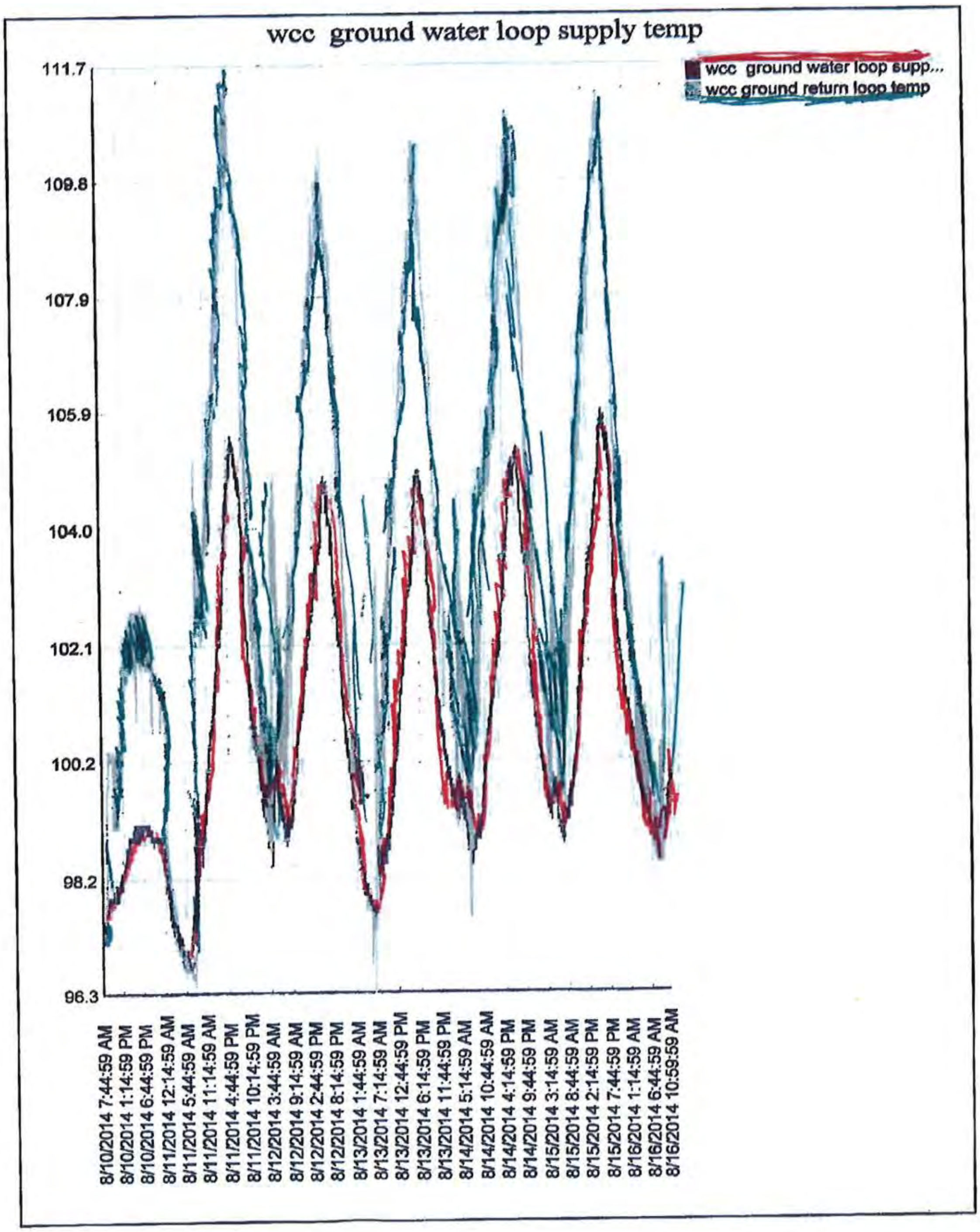
GEOTHERMAL LOOP TEMPERATURES



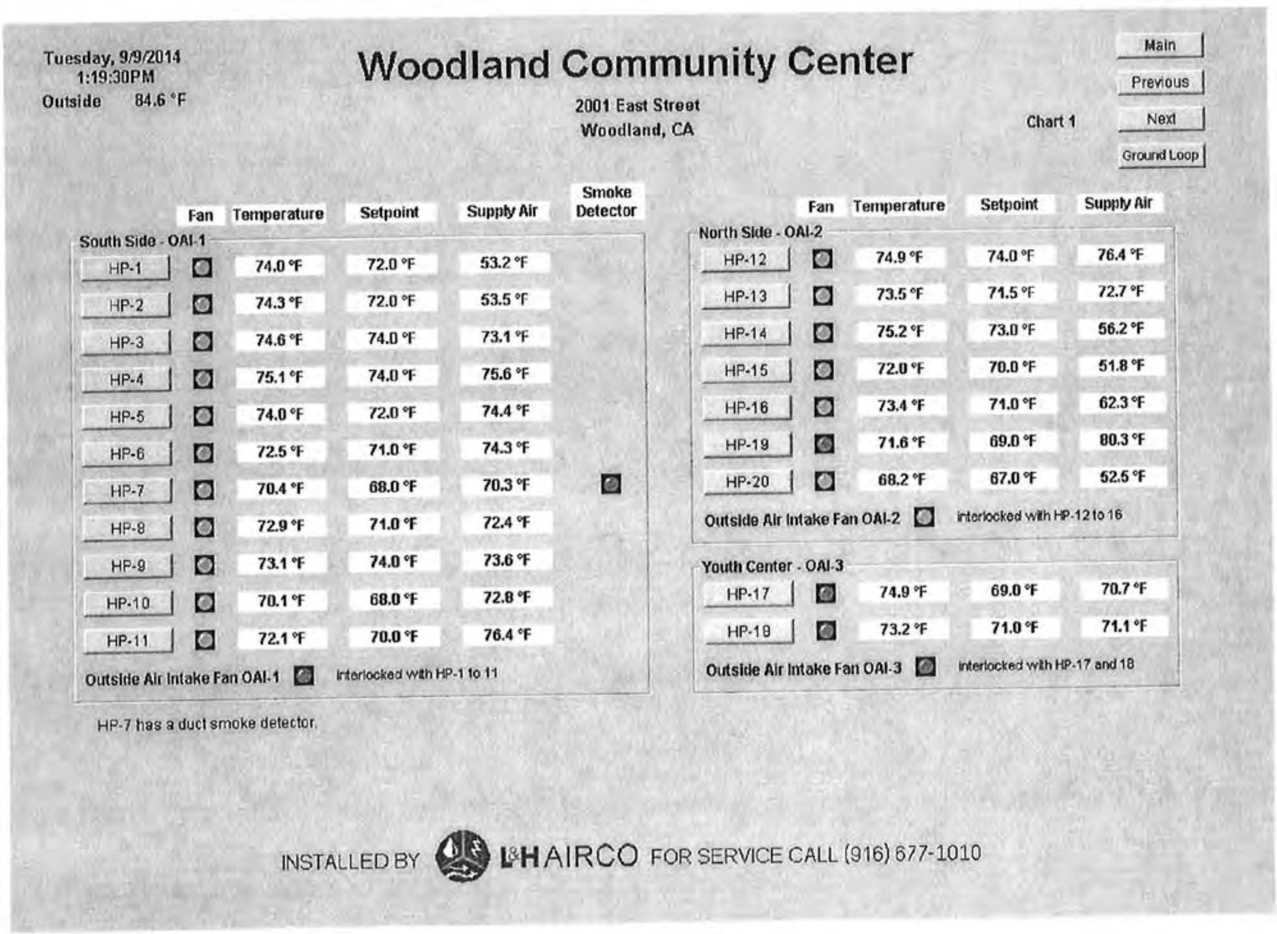
NEW TEMPERATURE SENSORS



GEOTHERMAL LOOP TEMPERATURE LOG



TYPICAL HEAT PUMP UNIT SET POINTS



Tuesday, 9/9/2014
1:19:30PM
Outside 84.6 °F

Woodland Community Center

2001 East Street
Woodland, CA

Main | Previous | Chart 1 | Next | Ground Loop

South Side - OAI-1

	Fan	Temperature	Setpoint	Supply Air	Smoke Detector
HP-1		74.0 °F	72.0 °F	53.2 °F	
HP-2		74.3 °F	72.0 °F	53.5 °F	
HP-3		74.6 °F	74.0 °F	73.1 °F	
HP-4		75.1 °F	74.0 °F	75.6 °F	
HP-5		74.0 °F	72.0 °F	74.4 °F	
HP-6		72.5 °F	71.0 °F	74.3 °F	
HP-7		70.4 °F	68.0 °F	70.3 °F	
HP-8		72.9 °F	71.0 °F	72.4 °F	
HP-9		73.1 °F	74.0 °F	73.6 °F	
HP-10		70.1 °F	68.0 °F	72.8 °F	
HP-11		72.1 °F	70.0 °F	76.4 °F	

Outside Air Intake Fan OAI-1 Interlocked with HP-1 to 11

HP-7 has a duct smoke detector.

North Side - OAI-2

	Fan	Temperature	Setpoint	Supply Air
HP-12		74.9 °F	74.0 °F	76.4 °F
HP-13		73.5 °F	71.5 °F	72.7 °F
HP-14		75.2 °F	73.0 °F	56.2 °F
HP-15		72.0 °F	70.0 °F	51.8 °F
HP-16		73.4 °F	71.0 °F	62.3 °F
HP-19		71.6 °F	69.0 °F	80.3 °F
HP-20		68.2 °F	67.0 °F	52.5 °F

Outside Air Intake Fan OAI-2 Interlocked with HP-12 to 16

Youth Center - OAI-3

	Fan	Temperature	Setpoint	Supply Air
HP-17		74.9 °F	69.0 °F	70.7 °F
HP-18		73.2 °F	71.0 °F	71.1 °F

Outside Air Intake Fan OAI-3 Interlocked with HP-17 and 18

INSTALLED BY L&H AIRCO FOR SERVICE CALL (916) 677-1010

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE PLANS AND SPECIFICATIONS FOR THE COMMUNITY AND SENIOR CENTER GEOTHERMAL SYSTEM MODIFICATION PROJECT AND AUTHORIZING BID ADVERTISEMENT.

WHEREAS, the Community and Senior Center is a vital facility that host a wide variety of public events; and

WHEREAS, this facility has experienced difficulties with the geothermal cooling system over the past two summers; and

WHEREAS, maintenance of the system is imperative for the safety and wellbeing of the visitors to this facility; and

WHEREAS, the City has the authority to approve projects for bid; and

WHEREAS, the City Council wishes to approve the plans and specifications and authorize bid advertisement 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 plans and specifications and authorizes advertisement for bids for the Community and Senior Center Geothermal System Modification project.

PASSED AND ADOPTED this 16th day of February 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

82093.00006\8679936.2

Legislation Text

7.

File #: 16-316, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Adopt Resolution Authorizing the Submittal of Payment Program Applications to CalRecycle

Recommendation for Action: Staff recommends that the City Council authorize staff to adopt Resolution No. _____, approving the submittal of applications for payment programs to Department of Resources Recycling and Recovery and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

Staff Contact

Rosie Ledesma, Conservation Coordinator
(530) 661-2059, rosie.ledesma@cityofwoodland.org

Fiscal Impact

There is no City cost associated with the action. Any grant monies acquired from CalRecycle would be used to augment Solid Waste and Recycling budgets and programs.

Discussion

CalRecycle payment program procedures require that an applicant's governing body declare by resolution: (1) authorization for submittal of an application for all CalRecycle payment programs for which the applicant is eligible; (2) designation of the job title of the person authorized as the signature authority; and (3) the period during which the authorization is valid. CalRecycle encourages governing bodies to provide authorizations until rescinded by the signature authority or governing body.

Staff intends to apply for Fiscal Year 2015/16 payment program funding to support City efforts to expand educational outreach and assistance of waste reduction, recycling, and proper hazardous waste disposal. Staff anticipates applying for funding for similar purposes in future payment program cycles.

Accordingly, staff requests the designation of the Public Works Director as signature authority, authorizing the Public Works Director, or his designee, to execute all necessary forms on behalf of the City of Woodland.

Conclusion

Staff recommends that the City Council authorize staff to adopt Resolution No. _____, approving the submittal of applications for payment programs to Department of Resources Recycling and Recovery and authorize the Public Works Director, or his/her designee, to execute CalRecycle grant documents on behalf of the City.

Prepared by: Rosie Ledesma, Conservation Coordinator

Reviewed by: Gregor G. Meyer, Public Works Director

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. ______________

A RESOLUTION APPROVING THE SUBMITTAL OF APPLICATIONS FOR PAYMENT PROGRAMS TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) AND AUTHORIZING THE PUBLIC WORKS DIRECTOR OR DESIGNEE TO EXECUTE ALL NECESSARY FORMS ON BEHALF OF THE CITY OF WOODLAND

WHEREAS, pursuant to Public Resources Code section 48000 et seq. the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

NOW, THEREFORE, BE IT RESOLVED that the City of Woodland is authorized to submit an application to CalRecycle for any and all payment programs offered; and

BE IT FURTHER RESOLVED that the Public Works Director, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this Governing Body.

PASSED AND ADOPTED this 16th day of February 2016, 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

File #: 16-356, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Second Reading of Ordinance No. 1596, approving the Third Amendment to the Project Development Agreement between Cal West Investors, LLC, Optimistic Partners, LLC and Lennar Homes of California, Inc., and the City of Woodland (**Attachments 1 & 2**)

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

1. Conduct the second reading of Ordinance No. 1596, approving the Third Amendment to the Project Development Agreement between Cal West Investors, LLC, Optimistic Partners, LLC and Lennar Homes of California, Inc., and the City of Woodland (**Attachments 1 & 2**).

Staff Contact

Ken Hiatt, Community Development Director, (530)661-5930; ken.hiatt@cityofwoodland.org

Fiscal Impact

There is no impact to the General Fund. Costs incurred to amend the Development Agreement have been paid for by the property owner or paid for out of the Spring Lake Park SLIF fund.

The Development Agreement Amendment is necessary to conform to the terms of the purchase and sales agreement for Spring Lake Park N-1 approved by City Council on December 15, 2015. The agreement also provides for the sellers to contribute up to $500,000 towards improvement of the initial 2-acres of the park under a non-interest bearing loan. The repayment of these initial improvement costs will be covered by fees paid for by the developer/home builders within Spring Lake. The city has initiated an update to these fees to reflect the purchase terms for all the park land within Spring Lake now that they have been established. The purchase agreement and close of escrow for the park property is subject to approval of the updated Spring Lake Park SLIF fees.

Project Site Description

The approximately 8.0 acre N-1 Park Site is located within the 44.97 acre Cal West project site within the Spring Lake Planning Area. The property is located at the northwest corner of Farmer's Central Road and Harry Lorenzo Avenue. The property extends west past Harry Lorenzo Avenue to SR 113.

Background

At their December 15th, 2015 meeting, the City Council approved the purchase and sale agreement for the N-1 Park. An amendment to the Cal West Development Agreement to modify the delivery method of the initial 2-acre park improvements was included as a condition of the agreement.

The attached Ordinance approving the Third Amendment to the Cal West Development agreement was introduced and the first reading waived by City Council at their February 2, 2016 meeting.

Development Agreement Amendment

The Development Agreement amendment approved for the Cal West project with the neighborhood commercial rezone stipulated that the developer improve the initial 2-acres of the N-1 Park Site with a total value not to exceed $450,000. Due to legal and liability concerns the city and sellers agreed to have the City design and construct these improvements and have the sellers provide payment to the city for these costs up to $500,000.

The attached ordinance would amend the Cal West Development Agreement to reflect these changes (Attachment 2). Per the purchase agreement, this amendment is to be processed during the escrow period for the park property.

Lennar Homes recently purchased the Cal West subdivision and is preparing for construction of the first phase of the project in 2016. Approval of the this Third Amendment to the Development Agreement will allow escrow to be completed and the initial park improvements to be completed with this initial construction of the neighborhood.

Environmental Assessment Status

The project is consistent with the Environmental Impact Report (SCH #99022069, Turn of the Century EIR) on the Spring Lake Specific Plan certified on August 15, 2000 and with prior addenda to the Turn of the Century EIR, including Addendum #11 pertaining to the rezoning of portions of the Cal West project site, approved February 3, 2015.

Conclusion Staff recommends that the City Council take action on the following:

1. Conduct the second reading of Ordinance No. 1596, approving the Third Amendment to the Project Development Agreement between Cal West Investors, LLC, Optimistic Partners, LLC and Lennar Homes of California, Inc., and the City of Woodland (**Attachments 1 & 2**).

Prepared by: Ken Hiatt, Community Development Director

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:

1. Ordinance
2. Third Amendment to the Development Agreement

ORDINANCE NO. _________

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA APPROVING THE THIRD AMENDMENT TO THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND, CAL WEST INVESTORS, LLC AND OPTIMISTIC PARTNERS, LLC, AND LENNAR HOMES OF CALIFORNIA, INC. TO USE AND DEVELOP THE CAL WEST PROJECT SITE LOCATED WITHIN THE SPRING LAKE SPECIFIC PLAN AREA

WHEREAS, pursuant to Government Code Section 65864 *et seq*., the City of Woodland ("City") is authorized to enter into development agreements providing for the development of land under the terms and conditions set forth herein; and

WHEREAS, the City has found that development agreements strengthen the public planning process, encourage private participation in comprehensive planning by providing a greater degree of certainty in that process, reduce the economic costs of development, allow for the orderly planning of public improvements and services, allocate costs to achieve maximum utilization of public and private resources in the development process, and ensure that appropriate measures to enhance and protect the environment are achieved; and

WHEREAS, Cal West Investors, LLC and Optimistic Partners, LLC (collectively "Developer") together propose to develop certain real property located in the City of Woodland ("Property"), for residential use ("Project"); and

WHEREAS, Developer transferred some of its interest in the Property to Lennar Homes of California, Inc. ("Lennar"), but the obligations set forth in the Third Amendment shall remain with Developer, and Developer's interest in the Property constitutes a legal or equitable interest in real property pursuant to Government Code Section 65865; and

WHEREAS, Developer and Lennar propose the Project to achieve the goals of the City's General Plan ("General Plan") and the Spring Lake Specific Plan ("SLSP"); and

WHEREAS, City and Cal West Investors, LLC and Optimistic Partners, LLC previously entered into that certain Amended and Restated Development Agreement on or around September 3, 2013, and then subsequently amended that agreement on or around April 7, 2015, and further amended the agreement on or around May 19, 2015, and now desire to enter into this Third Amendment to the Development Agreement to amend certain provisions related to the development and transfer of the N1 Park, as shown in the attached Exhibit ______, and incorporated herein by reference; and

WHEREAS, the City desires timely, efficient, orderly, and proper development of the Project in furtherance of the goals of the General Plan and SLSP; and

WHEREAS, the City Council finds that the Third Amendment to the Development Agreement is consistent with the City's General Plan and the SLSP; and

WHEREAS, because of the logistics, magnitude of the expenditure, and considerable lead time prerequisite to planning and developing the Project, the Developer requires assurances that the Project can proceed without disruption caused by a change in the City's planning policies and requirements, except as provided in the Third Amendment to the Development Agreement, which assurances will thereby reduce the actual or perceived risk of planning for and proceeding with development of the Project; and

WHEREAS, City has determined that by entering into the Third Amendment to the Development Agreement, City will continue to (i) promote orderly growth and quality development on the Property in accordance with the goals and policies set forth in the General Plan and the SLSP and (ii) benefit from increased housing opportunities created by the Project for residents of the City; and

WHEREAS, it is the intent of the City, Developer, and Lennar to establish certain conditions and requirements related to review and development of the Project that are or will be the subject of subsequent development applications for the Project; and

WHEREAS, the City and Developer have reached mutual agreement and desire to voluntarily enter into the Third Amendment to the Development Agreement to facilitate development of the N1 Park, and the Planning Commission recommended to the City Council approval of the Third Amendment to the Development Agreement; and

WHEREAS, on February 2, 2016, the City Council conducted a public hearing pursuant to Government Code section 65867, not less than ten (10) days notice of which was provided in accordance with Government Code sections 65090 and 65091, at which hearing all persons wishing to testify in connection with the Third Amendment to the Development Agreement were heard and at which time the Third Amendment to the Development Agreement was comprehensively reviewed; and

WHEREAS, on February 2, 2016, the City Council introduced this Ordinance through a waiving of the first reading of this Ordinance; and

WHEREAS; pursuant to the California Environmental Quality Act (CEQA) Public Resources Code section 21000 *et seq*., on February 3, 2015, the City Council certified an EIR addendum to the EIR previously certified for the Spring Lake Specific Plan, for the Project; and

WHEREAS, the terms and conditions of the Third Amendment to the Development Agreement have undergone review by the City at publicly noticed hearings and have been found to be fair, just and reasonable and consistent with the General Plan and the SLSP. Further, the City Council finds that (i) the economic interests of the City's citizens and the public health, safety, and welfare will be best served by entering into the Third Amendment to the Development Agreement; (ii) the Third Amendment to the Development Agreement is consistent with the General Plan and SLSP; (iii) the Third Amendment to the Development Agreement is in conformance with the public convenience, general welfare, and good land use practice; (iv) the Third Amendment to the Development Agreement will not be detrimental to the public health, safety, or general welfare; and (v) the Third Amendment to the Development Agreement will not adversely affect the orderly development or the preservation of property values for the Property or any other property.

THE CITY COUNCIL OF THE CITY OF WOODLAND DOES ORDAIN AS FOLLOWS:

Section 1. Pursuant to California Government Code Sections 65865 *et seq*., the City Council hereby approves the Third Amendment to the Development Agreement attached hereto as Exhibit "1."

Section 2. Based on the entire record before the City Council and all written and oral evidence presented to the City Council, the City Council finds this Ordinance promotes the public health, safety, and welfare of the community because the Third Amendment to the Development Agreement will continue to permit land uses that best reflect the community needs, provides for the improvement of a neighborhood park, and will allow for the most logical and efficient development of the real property governed by the Development Agreement in the City.

Section 3. The City Council hereby incorporates by reference the recitals set forth herein and adopts those recitals as its own as though fully set forth in this Ordinance. Pursuant to Government Code section 65867.5(b) and based on the entire record before the City Council, including all written and oral evidence presented to the City Council, the City Council hereby finds that the Third Amendment to the Development Agreement will continue to result in the development of the Property at the intensity and density allowed under the General Plan and SLSP and with the restrictions and standards set forth in the City's Municipal Code and the Development Agreements.

Section 4. The City Council hereby expressly determines that all of the procedures of CEQA have been met with respect to the Third Amendment to the Development Agreement because, on February 3, 2015, the City Council certified an EIR Addendum to the EIR previously certified for the Spring Lake Specific Plan.

Section 5. The City Clerk shall cause to be recorded with the Yolo County Recorder a copy of the executed Third Amendment to the Development Agreement, or a Memorandum of Agreement, within ten (10) days following execution thereof.

Section 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the city of Woodland and county of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and within fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED by the City Council on _______, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

____
Tom Stallard, Mayor

ATTEST:

____
Ana Gonzalez, City Clerk

Dated:________________________

APPROVED AS TO FORM:

____
Kara K. Ueda, City Attorney

Exhibit "1" – Third Amendment to Development Agreement

EXHIBIT 1

[Amended and Restated Development Agreement]

EXHIBIT 2

[First Amendment to Development Agreement]

EXHIBIT 3

[Second Amendment to Development Agreement]

THIRD AMENDMENT TO DEVELOPMENT AGREEMENT NO. _______ BETWEEN CITY OF WOODLAND, CAL WEST INVESTORS, LLC AND OPTIMISTIC PARTNERS, LLC, AND LENNAR HOMES OF CALIFORNIA, INC.

This Third Amendment to Development Agreement (hereinafter "Amendment") is entered into effective on the date it, or a Memorandum of Agreement, is recorded with the Yolo County Recorder (hereinafter the "Effective Date") by and between the City of Woodland, a California general law city (hereinafter "CITY"), Cal West Investors, LLC and Optimistic Partners, LLC (hereinafter together "OWNER"), and Lennar Homes of California, Inc., a California corporation ("ASSIGNEE DEVELOPER"), pursuant to Government Code section 65864 *et seq.* and in light of the following recitals:

RECITALS

WHEREAS, CITY and OWNER previously entered into that certain Amended and Restated Development Agreement ("Agreement"), as adopted by the City Council on September 3, 2013, and pursuant to Government Code section 65864 *et seq*. for the development of a certain project described in the Agreement ("Project"); and

WHEREAS, OWNER transferred its interest in certain real property affected by the Agreement to ASSIGNEE DEVELOPER pursuant to a purchase and sale agreement, and ASSIGNEE DEVELOPER agrees to assume certain obligations of the Agreement concerning the transferred real property; and

WHEREAS, OWNER shall continue to be bound by all other applicable terms of the Agreement that were not expressly assigned in the Partial Assignment and Assumption of Development Agreement entered into between OWNER and ASSIGNEE DEVELOPER, including the terms of this Third Amendment; and

WHEREAS, CITY and OWNER now wish to amend the Agreement in order to amend the terms of OWNER's and CITY's obligations regarding the N1 Park; and

WHEREAS, the Agreement may be amended pursuant to Section 2.5 of the Agreement and Government Code section 65868; and

WHEREAS, all of the procedures of the California Environmental Quality Act have been met with respect to the Agreement and the changes to the Project pursuant to this Third Amendment, with the Woodland City Council's certification of the Environmental Impact Report for the Spring Lake Specific Plan (Turn of the Century EIR, SCH #99022069, August 15, 2000) and adoption of addenda to the Turn of the Century EIR; and

WHEREAS, the City Council finds that this Third Amendment and the Project are consistent with the Woodland General Plan and the Spring Lake Specific Plan, as amended by separate action of the City Council; and

WHEREAS, all actions taken and approvals given by CITY have been duly taken or approved in accordance with all applicable legal requirements for notice, public hearings, findings, votes, and other procedural matters; and

WHEREAS, the Planning Commission and the City Council of the City of Woodland have held noticed public hearings concerning this Third Amendment following mailing and publication of notice pursuant to Government Code sections 65090, 65091, 65868, and 65868.

NOW, THEREFORE, in consideration of the above recitals and of the mutual covenants hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CITY and OWNER agree to amend the Agreement as follows:

1. Effective Date. This Third Amendment shall become effective on the date on which all of the following are true: (i) this Third Amendment has been executed by OWNER and ASSIGNEE DEVELOPER's duly authorized officers and officials and delivered to CITY; (ii) this Third Amendment has been approved by ordinance of the City Council of the CITY and such ordinance has become effective; (iii) this Third Amendment has been duly executed by the CITY and delivered to OWNER and ASSIGNEE DEVELOPER; and (iv) the Third Amendment, or a Memorandum of Agreement, has been recorded with Yolo County (the "Effective Date").

2. Amendment to Section 4.11. Section 4.11 is hereby amended, in its entirety, to read as follows, with text shown in strikethrough for deletions and double underline for new text:

> 4.11 Development and Transfer of N1 Park. This Section 4.11 sets forth the various obligations of OWNER to ~~develop~~ advance funds to provide for early construction of a portion of the N1, 8-acre park and sets forth OWNER's obligations to transfer the N1 Park to CITY.
>
> 4.11.1 Conceptual N1 Park Master Plan. Within ten (10) days following City Council approval of this Third Amendment~~s~~, OWNER shall provide CITY FIFTEEN THOUSAND DOLLARS ($15,000.00) to fund the creation of a Park Improvement Master Plan for the N1, 8-acre park site. The Park Improvement Master Plan shall define the design of the N1 park improvements sufficient to determine the location of the permanent play structure within the first two acres to be built and other anticipated future park improvements. OWNER and CITY shall determine a mutually agreed upon date for the completion of the Master Plan.
>
> 4.11.2 N1 Park Purchase and Sale Agreement. OWNER and CITY shall negotiate a Purchase and Sale Agreement ("PSA") that will provide for the purchase by CITY of the N1 Park. The purchase price for the N1 park shall be negotiated following an appraisal paid for equally by CITY and OWNER. The PSA shall be negotiated prior to CITY's approval of the first final map that includes the fourteen (14) lots created by the rezoning of the 2-acre Neighborhood-Commercial property to R-8 residential zoning. Notwithstanding anything in this Agreement, or any other CITY approval, CITY shall have no obligation to approve a subdivision map for the lots created by the rezoning of

the 2-acre Neighborhood-Commercial property to R-8 residential zoning until and unless OWNER and CITY have executed the PSA pursuant to this Section 4.11.2.

4.11.3 N1 Park Improvements. To the extent the PSA is executed, as described above in Section 4.11.2, ~~then prior to the issuance of the fiftieth (50th) building permit issued for the Project,~~ OWNER shall ~~commence~~ advance the funding necessary to construct~~ion of~~ 2 acres of the 8-acre park. Such construction ~~shall~~ is anticipated to include at a minimum irrigation, ~~and~~ turf, and installation of a play structure consistent with the Spring Lake Park ~~Improvement~~ N1 Master Plan (“Two Acre Park Improvements”). In no event shall OWNER be obligated to spend an amount greater than ~~FOUR~~ FIVE HUNDRED ~~FIFTY~~ THOUSAND DOLLARS ($~~45~~500,000.00) for the Two Acre Park Improvements, including all design, soft costs, and contingencies. OWNER agrees that this amount shall be adjusted by the annual Construction Cost Index (CCI) each January 1st, starting January 1, 2016. CITY ~~OWNER~~ agrees to use its commercially reasonable efforts, weather permitting, ~~to commence the construction of the Two Acre Park Improvements immediately thereafter, and diligently proceed~~ to complete the Two Acre Park Improvements within one year after receipt of OWNER’s contribution to the two acre park improvements ~~thereafter~~. CITY ~~OWNER~~ acknowledges that time is of the essence as to the commencement and completion of the Work. ~~The PSA required under Section 4.11.2 shall include requirements for security equal to 125 percent (125%) of the total reimbursable cost ($450,000).~~ CITY shall reimburse OWNER for the Two acre Park Improvements contribution from the Spring Lake Park SLIF Fees, pursuant to a payment schedule set forth in the PSA. OWNER acknowledges that improvements to the remaining 6 acres of Park are at sole discretion of the CITY and subject to availability of sufficient Spring Lake Park SLIF fees prior to commencing construction of the remaining improvements.

4.11.4 Transfer of Park from OWNER to CITY. ~~After CITY issues a Notice of Completion for the N1 park initial 2 acre improvements,~~ OWNER shall transfer ownership of the entire N1 Park property to CITY pursuant to the terms of the PSA required under Section 4.11.2 and 4.11.3.

3. Miscellaneous Provisions.

a. Recordation of Amendment. This Third Amendment shall be recorded with the County Recorder by the City Clerk within the period required by Government Code section 65868.5.

b. Severability. If any term, provision, covenant, or condition of this Third Amendment shall be determined invalid, void, or unenforceable, the remainder of this Third Amendment shall not be affected thereby to the extent such remaining provisions are not rendered impractical to perform taking into consideration the purposes of this Third Amendment.

c. Counterparts. This Third Amendment may be executed by the parties in counterparts, which counterparts shall be construed together and have the same effect as if all of the parties had executed the same instrument.

d. Authority to Execute. The person or persons executing this Third Amendment on behalf of OWNER and ASSIGNEE DEVELOPER warrants and represents that he or she/they have the authority to execute this Amendment on behalf of his or her/their corporation, partnership, or business entity and warrants and represents that he or she/they has/have the authority to bind OWNER to the performance of its obligations hereunder.

e. Integration. This Third Amendment, together with the Agreement, and the First and Second Amendments, reflects the complete understanding of the parties with respect to the subject matter hereof. Except as expressly modified by this Third Amendment, the provisions of the Agreement, as amended, shall govern the conduct of the parties. No testimony or evidence of any such representations, understandings, or covenants shall be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this Third Amendment. To the extent this Third Amendment conflicts with the Agreement, this Third Amendment supersedes such previous document. In all other respects, the parties reaffirm and ratify all other provisions of the Agreement.

f. Incorporation of Amendment. From and after the Effective Date of this Amendment, wherever the term "Agreement" or "Development Agreement" appears in the Agreement, it shall be read and understood to mean the Agreement as amended by this Third Amendment.

g. Defined Terms. All initially capitalized terms used, but not otherwise defined, herein shall have the meanings ascribed to such terms in the Agreement.

h. Effect of Amendment. Except as expressly modified by this Third Amendment, the Development Agreement shall continue in full force and effect according to its terms and conditions, and CITY, OWNER, and ASSIGNEE DEVELOPER hereby ratify and affirm all of their respective rights and obligations under the Development Agreement.

[Remainder of page intentionally left blank. Signatures on following page.]

i. Waiver. Execution of this Third Amendment by CITY shall not be deemed a waiver of any rights held by CITY under the Agreement, nor of any obligations or breaches of the Agreement by OWNER or ASSIGNEE DEVELOPER, whether or not CITY is aware of any such breaches as of the Effective Date of this Third Amendment.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment to Development Agreement on the day and year set forth below.

Cal West Investors LLC

By:______________________________
Its: ______________________________

Optimistic Partners LLC

By:______________________________
Its:

Lennar Homes of California, Inc.

By: ______________________________
Its:

CITY OF WOODLAND

By: ________________________
Tom Stallard, Mayor

Dated: __________________

ATTEST:

By:________________________
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

By: ______________________________
Kara K. Ueda, City Attorney

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Woodland
300 First Street
Woodland, CA 95695
Attn: City Clerk

Space Above Line For Recorder's Use

MEMORANDUM OF AGREEMENT

Cal West Area Development Agreement Ordinance No. ____________

This Memorandum of Agreement is made and entered into by and between Lennar Homes of California, Cal West Investors LLC and Optimistic Partners LLC, and the City of Woodland, a municipal corporation organized and existing under the laws of the State of California, (together, the "parties") with respect to the following facts:

The parties hereby agree to be bound by all of the terms and conditions contained in the Thirdt Amendment to the Development Agreement, as adopted by the City Council of the City of Woodland by Ordinance No. _, dated _ _______, 2016, the terms and conditions of which are made a part hereof as though fully set forth herein, and which Development Agreement, as amended, controls and use and development of that certain real property, including any improvements and personal property, situated in the County of Yolo, State of California, described as follows:

Legal Description attached hereto as Attachment 1.

Executed on this ________ day of ________, 2016, at Woodland, Yolo County, California.

Cal West Investors LLC

By:________________________________

Optimistic Partners LLC

By:___________________________

Lennar Homes of California, Inc.

By: ________________________________

CITY OF WOODLAND

By: ___________________________
Tom Stallard, Mayor

ATTEST:

By:___________________________
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM

By: ________________________________
Kara K. Ueda, City Attorney

82093.00056\22569935.1

ATTACHMENT 1

LEGAL DESCRIPTION OF PROPERTY

STATE OF CALIFORNIA)

) ss.

COUNTY OF YOLO)

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

Witness my hand and official seal.

____

Notary Public

[SEAL]

STATE OF CALIFORNIA)

) ss.

COUNTY OF YOLO)

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

Witness my hand and official seal.

____

Notary Public

[SEAL]

300 First Street
Woodland, CA 95695

City of Woodland

Legislation Text

9.

File #: 16-367, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Public Hearing - Bulls Eye Bail Bonds Project
OPEN AND CONTINUE TO A DATE UNCERTAIN

THIS PUBLIC HEARING ITEM FOR THE BULLS EYE BAIL BONDS PROJECT WILL OPEN AND CONTINUE TO A DATE UNCERTAIN.

File #: 16-332, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Medical Marijuana Cultivation Ordinance

Recommendation for Action: Staff recommends that the City Council:

1) Receive a staff report regarding amending the City's Zoning Code regulating medical marijuana cultivation;
2) Conduct a public hearing;
3) Introduce and waive first reading of Ordinance No. _____, which will amend Article 21.5 of Chapter 25 of the Municipal Code to prohibit commercial cultivation and provide additional definitions regarding medical marijuana to the Zoning Code; and
4) Direct staff to undertake a comprehensive overview concerning medical marijuana to evaluate future action on key decision points and regulatory framework.

Staff Contact

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

Fiscal Impact

There is no direct fiscal impact beyond routine staff and City Attorney resources. Costs for research and drafting the attached ordinance, and publication of hearing notices, are being absorbed in department budgets. It should be noted, however, that a larger public effort was not anticipated in current work plans and may offset time that staff would have been spending on other efforts.

Environmental Determination

The City has determined that the proposed ordinance is categorically exempt from further environmental review pursuant to the following sections of the CEQA Guidelines: The proposed Ordinance will have no significant effect on the environment and qualifies as being Categorically Exempt from the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activities will not result in a direct or reasonably foreseeable indirect physical change in the environment),15060(c)(3) (the activities are not "projects" as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because they have no potential for resulting in physical change to the environment, directly or indirectly and 15061(b)(3) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it can be seen with certainty that it will not have a significant effect or physical change to the environment.

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

Report in Brief

Staff is recommending that the City Council introduce and waive first reading of an ordinance to amend the City's Zoning Code to clarify that commercial cultivation of medical marijuana is not a permitted use in the City of Woodland. This ordinance would ensure that there is no ambiguity between the City's Zoning Code and the newly enacted State "Medical Marijuana Regulation and Safety Act" (the "Act") and would preserve the City's existing regulations in Article 21.5 of Chapter 25 of the Municipal Code, by continuing to permit limited medical marijuana cultivation (with certain restrictions) by qualified patients and primary caregivers while clarifying that commercial cannabis activity is prohibited. Additionally, Staff recommends that the City undertake a comprehensive assessment to include additional public engagement of key policy aspects including cultivation, manufacture, dispensaries, and deliveries.

Public Notification

Public notice advertising for the public hearing on this ordinance was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. An eighth ($1/8^{th}$) page ad was published in the Woodland Daily Democrat at least ten days prior to the public hearing.

Copies of the factual staff report for the proposed project have been on file at City Hall since Friday, February 12, 2016.

Background

Applicable Law

The Federal Controlled Substances Act (21 USC §§ 801 *et seq*.) classifies marijuana as a Schedule I drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute, dispense, transport, or possess marijuana for medical purposes.

In 1996, the voters of California approved Proposition 215 (codified as Health and Safety Code §§ 11362.5 *et seq*. and entitled "The Compassionate Use Act of 1996"). Proposition 215 was intended to allow persons in need of marijuana for medical purposes to be able to obtain and use it without fear of criminal prosecution under limited, specified circumstances. The State Legislature enacted SB 420 to clarify the scope of the Compassionate Use Act of 1996 and to allow cities and other governing bodies to adopt and enforce rules and regulations consistent with SB 420.

Health and Safety Code section 11362.83 expressly allows cities and counties to adopt and enforce ordinances that are consistent with SB 420. The limited right of qualified patients and their primary caregivers under state law to cultivate marijuana for medical purposes does not confer upon them the right to create or maintain a public nuisance or otherwise exempt them from local land use regulations. The California Supreme Court has held that neither the Compassionate Use Act nor SB 420 preempt local land use authority regarding medical marijuana, and cities have the authority to "allow, restrict, limit, or entirely exclude facilities that distribute medical marijuana." *City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc.,* 56 Cal. 4th 729, 762 (2013).

<u>New Law</u>

Last year, the California Legislature adopted three bills that were approved by the Governor and are collectively entitled the "Medical Marijuana Regulation and Safety Act" (the "Act"). The Act became effective on January 1, 2016 and (among other things) authorizes local governments to regulate the licensing of marijuana cultivation within their jurisdictions. The most time-sensitive piece of the Act concerned licensing. New Health & Safety Code section 11362.777 requires a person or entity wishing to cultivate medical marijuana to first obtain both (1) a license, permit, or other entitlement from the city, and (2) a state license issued by the Department of Food and Agriculture (the new law provides that medical cannabis is an agricultural product). The licensing requirement, though, does not apply to qualified patients if the area used to cultivate marijuana does not exceed 100 square feet and the cultivation is for the qualified patient's personal medical use. It also does not apply to primary caregivers who cultivate provided that the area does not exceed 500 square feet, and the cultivation is exclusively for the personal medical use of no more than five specified qualified patients for whom the person is the primary caregiver. Thus, the state licensing scheme applies to individuals who cultivate marijuana on a larger scale and engage in other "commercial" activity.

The Act requires a dual-licensing scheme such that, an applicant for a state license must demonstrate proof that a local license, permit, or other entitlement specifically permitting cultivation was first obtained. As originally enacted in 2015, there were two significant requirements for local licensing. First, locally-issued permits needed to be at least as stringent as the state licensing requirements. Second, the Act imposed a March 1, 2016 deadline requiring cities and counties to have land use regulations or ordinances in effect regulating or prohibiting the cultivation of marijuana; otherwise, the state (through the Department of Food and Agriculture) would become the sole licensing authority for medical marijuana cultivation in the city. With that deadline quickly approaching, many cities and counties acted quickly to regulate or prohibit cultivation of medical marijuana. On February 3, 2016, the Governor signed urgency legislation (AB 21), which became effective immediately, and removed the March 1, 2016 deadline.

Existing law, as adopted by AB 21, now provides that before a person may cultivate medical marijuana, the person or entity must obtain a license, permit, or other entitlement permitting cultivation from the city, county, or city and county in which the cultivation will occur and a state license issued by the Department of Food and Agriculture. Before a person submits an application for a state license, the person must have already received a license, permit, or other entitlement permitting cultivation from the city, county, or city and county. If receiving a state license would violate a local zoning ordinance, the state would not be permitted to issue a license. Thus, a person seeking a state license in a city that has prohibited commercial cultivation would not be permitted to obtain one. While the term "commercial cultivation" is frequently used, state law uses the term "commercial cannabis activity," and defines that as including "cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution, or sale of medical cannabis or a medical cannabis product," with exceptions made for the cultivation of cannabis by qualified patients and primary caregivers. Business & Professions Code §§ 19300.5(k), 19319.

The Act also regulates medical marijuana in a number of other ways, including requiring state agencies to develop standards and regulations regarding pesticide use in marijuana cultivation, production and labeling of edible medical cannabis products, and the prevention of illegal water diversion associated with marijuana cultivation. The Act also requires establishing uniform health and safety standards and security requirements for dispensaries. Most importantly for the City's purposes, the Act also includes a provision regarding delivery of medical marijuana and states that it is only allowed in a city that does not explicitly prohibit it by local ordinance. Thus, the City could prohibit dispensaries and/or deliveries within the City if it wanted to.

Existing City Ordinance

The City currently permits limited cultivation of medical marijuana. On May 1, 2012, the City Council adopted an ordinance that added Article 21.5 to Chapter 25 (Zoning) of the Municipal Code related to medical marijuana cultivation. Article 21.5 remains in the Zoning Code and regulates the cultivation of medical marijuana in a manner that protects the health, safety, and welfare of the community. It does not interfere with a patient's right to medical marijuana nor does it criminalize medical marijuana possession or cultivation by specifically defined classes of persons, pursuant to state law. It does not give any person the independent legal authority to grow marijuana and is intended to simply impose zoning restrictions on medical marijuana cultivation when it is authorized by California law for medical or other purposes.

The existing Zoning Code provisions provide that (with restrictions) limited cultivation of medical marijuana is permitted in the City of Woodland. Additionally, no person (including a qualified patient or primary caregiver) may cultivate medical marijuana outdoors in a residential zone, or within 600 feet of any school or residential use. Thus, some outdoor cultivation is permitted in discrete parts of the city, primarily within industrial areas in the northeast side of Woodland. In order to grow medical marijuana indoors within a residential zone, the cultivation must occur within a detached, fully-enclosed and secure secondary structure or within a primary residential structure conforming to a number of minimum standards concerning grow lights, ventilations and filtration systems, maximum size, and other requirements. Additionally, any person wishing to cultivate medical marijuana must register with the Community Development Department. A violation of the ordinance is a public nuisance and subject to nuisance abatement.

In 2009, the City Council enacted urgency moratoria to temporarily prohibit medical marijuana dispensaries. In December 2009, rather than explicitly prohibit medical marijuana dispensaries, the City Council adopted an ordinance providing that business and uses prohibited by state or federal law are not permitted. Section 25-2-40 of the City's Municipal Code states, "Notwithstanding any provision of this chapter or this code to the contrary, any land use that cannot be, or is not, conducted or carried out without being in violation of state or federal law, or of this code, is a prohibited use in all zones and specific plan areas, and no variance shall be issued for such a use, except as otherwise provided in this chapter." Thus, the City's existing regulations currently prohibit dispensaries.

Discussion

The new law applies to commercial cultivation, not to cultivation by a qualified patient or primary caregiver. Staff interprets the City's existing ordinance as not permitting commercial cultivation but recognizes that the language is not as clear as it could be and could be written to be more explicit.

In light of the new law, City staff and the City Attorney considered what was needed in order to keep the City's existing regulations in place while also ensuring that there was not a conflict with state law or any ambiguity when reading the City's existing ordinance against the new law. City staff in consultation with the City Attorney, agreed that the most effective way to both comply with the new state law and keep the existing regulations in place was to amend the Zoning Code to specifically clarify that commercial cannabis activity is prohibited within the City of Woodland and to provide that cultivation continues to be permitted if it is conducted by a qualified patient for personal medical purposes or by a primary caregiver for personal medical purposes provided to no more than five qualified patients.

The proposed ordinance, thus, makes relatively minor changes but importantly precludes the application of state cultivator licenses under the Act and maintains the limited cultivation by qualified patients and primary caregivers that is currently permitted under the Zoning Code.

The proposed changes, thus, primarily serve to clarify and avoid any ambiguity over what is in the existing Zoning Code provisions as City staff does not believe that commercial cultivation of marijuana was ever intended to be permitted or regulated by the City.

In consideration of the revised State legislation, Planning Commission's recommendation (as discussed further below), and Staff's concern regarding clarifications for commercial cultivation, staff has drafted the attached ordinance for the City Council's consideration.

Staff recognizes that medical marijuana is a complex topic that requires balancing the medical needs of qualified patients and primary caregivers with the health and safety concerns of the community. The Police Department has considerable concern associated with medical marijuana cultivation, including theft and other crimes, which are exacerbated by outdoor and commercial cultivation. Outdoor cultivation is often noticeable either because plant height exceeds normal fence lines and/or because plant odor is noticeable from a considerable distance. Once noticed, the plants and growing supplies can be targeted for theft. Additionally, legal outdoor cultivation can easily be confused with illegal outdoor cultivation creating situations where neighbors may report noticeable cultivation. Other government agencies, including the County, have reported issues with odors, pests, pesticides and water use. For these reasons, staff is recommending that the City Council adopt the proposed interim amendments.

It is important to note that the adoption of an ordinance at this time does not detract in any way from the City Council's authority to make future amendments. Staff recommends that the City Council introduce and waive first reading of the ordinance and also direct staff to return with a more comprehensive overview of medical marijuana regulation, including issues such as dispensaries, deliveries, storage of marijuana products, and manufacture of marijuana products.

Planning Commission Action

On February 4, 2016, the Planning Commission conducted a public hearing to consider the proposed ordinance. Due to the March 1 deadline referenced above, the Planning Commission considered the ordinance as a proposed urgency ordinance. The Commission reviewed the proposed ordinance amendment, and on a 6-0 vote (one member absent) recommended that the City Council not adopt the proposed ordinance at this time. Instead, the Commission recommended to the City Council that it consider requesting that the Planning Commission Zoning Subcommittee, in consultation with the City Attorney and other experts, analyze the issues, have the Planning Commission consider medical marijuana again, and then have the Planning Commission make a recommendation to the City Council.

During the Planning Commission meeting, one member of the public, Bobby Harris, spoke and requested that the Commission table the matter in light of the passage of Assembly Bill 21 and elimination of the March 1, 2016 deadline as the urgency for amending the existing code was eliminated, thereby allowing more time to fully consider the issue. The Commission expressed concern that some aspects of the proposed city regulations were not as clear as desired and that there would be benefit to pursuing further community dialog.

Taking action on the proposed ordinance would not preclude the Planning Commission's Zoning Subcommittee, the Planning Commission, or the City Council from further researching the issue, and it would not prevent the City from further considering medical marijuana issues more broadly. Even in the absence of the March 1 deadline, Staff continues to recommend clarifying the City's existing Zoning Code regarding medical marijuana cultivation because the new law establishing the State licensing system is already in effect. Thus, clarifying changes to the City's existing regulations, pending further research and review, is recommended in order to make the Zoning Code more explicit on this issue and avoid ambiguity or inconsistency with new state law. The ordinance that is presented to the City Council for consideration differs from the ordinance the Planning Commission reviewed only in that the urgency provisions of the ordinance have been removed.

Conclusion

Staff recommends that the City Council:

1) Receive a staff report regarding amending the City's Zoning Code regulating medical marijuana cultivation;
2) Conduct a public hearing;
3) Introduce and waive first reading of Ordinance No. ______, which will amend Article 21.5 of Chapter 25 of the Municipal Code to prohibit commercial cultivation and provide additional definitions regarding medical marijuana to the Zoning Code; and
4) Direct staff to undertake a comprehensive overview concerning medical marijuana to evaluate future action on key decision points and regulatory framework.

Prepared by: Cindy A. Norris, Principal Planner
Kara Ueda, City Attorney

Reviewed by: Ken Hiatt, Community Development Director

Paul Navazio

Paul Navazio, City Manager

ATTACHMENT:

Attachment A - Ordinance Concerning Cultivation of Medical Marijuana

ORDINANCE NO. _______

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING ARTICLE 21.5 OF CHAPTER 25 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO MEDICAL MARIJUANA CULTIVATION

WHEREAS, in 1996, the voters of the State of California approved Proposition 215, which was codified as Health and Safety Code Section 11362.5 *et seq*. and entitled the Compassionate Use Act of 1996 ("CUA"), decriminalizing the use of marijuana for medical purposes; and

WHEREAS, in 2003, the California Legislature adopted SB 420, the Medical Marijuana Program ("MMP"), codified as Health and Safety Code Section 11362.7 *et seq.*, which permits qualified patients and their primary caregivers to associate collectively or cooperatively to cultivate marijuana for medical purposes without being subjected to criminal prosecution; and

WHEREAS, neither the CUA nor the MMP require or impose an affirmative duty or mandate upon local governments to allow, authorize, or sanction the establishment of facilities that cultivate or process medical marijuana within their jurisdictions; and

WHEREAS, on October 9, 2015, Governor Jerry Brown signed the "Medical Marijuana Regulation and Safety Act" ("Act") into law; and

WHEREAS, the Act became effective January 1, 2016, and contains provisions which allow for local governments to regulate and license marijuana cultivation uses and sites; and

WHEREAS, the City Council previously adopted Ordinance No. 1539 in order to authorize and regulate limited cultivation of medical marijuana for qualified patients and primary caregivers for medical purposes pursuant to the CUA and MMP;

WHEREAS, the City's existing marijuana cultivation regulations do not expressly address commercial cultivation, nor do they contemplate a local or state licensing scheme as established by the Act; and

WHEREAS, some California cities have reported negative impacts of marijuana cultivation, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, fire hazards, and problems associated with mold, fungus, and pests, which may be exacerbated by wide-scale commercial cultivation; and

WHEREAS, the City Council therefore desires to amend the Municipal Code to clarify the intent of the existing zoning restrictions on the cultivation of marijuana by prohibiting commercial cultivation of marijuana while allowing limited personal cultivation by those qualified patients and primary caregivers exempt under the Act; and

WHEREAS, the City Council further desires to retain and maintain its control and regulation of medical marijuana uses within its boundaries by expressly reserving any future local licensing scheme granted by the Act; and

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

Section 1. **Recitals.** The above recitals are hereby found to be true and accurate and are incorporated into this Ordinance by this reference.

Section 2. **Amendment.** Article 21.5 of Chapter 25 of the City of Woodland Municipal Code is hereby amended to read in full as set forth in Exhibit A, attached hereto and incorporated by this reference.

Section 3. **Severability.** If any provision of this Ordinance or the application thereof to any person or circumstance 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. This City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the Ordinance be enforced.

PASSED AND ADOPTED this ___ day of ______, 2016, by the following vote:

AYES:
NOTES:
ABSENT:
ABSTAIN:

____
Tom Stallard
Mayor

ATTEST:

____
Ana B. Gonzalez
City Clerk

APPROVED AS TO FORM:

____
Kara K. Ueda
City Attorney

EXHIBIT A

Article 21.5. - Medical Marijuana Cultivation.

Sec. 25-21.5-10. - Purpose.

The purpose and intent of this article is to regulate the cultivation of medical marijuana in a manner that protects the health, safety and welfare of the community. This article is not intended to interfere with a patient's right to medical marijuana, as provided for in California Health and Safety Code Section 11362.5, nor does it criminalize medical marijuana possession or cultivation by specifically defined classifications of persons, pursuant to state law. This article is not intended to give any person independent legal authority to grow marijuana; it is intended simply to impose zoning restrictions on the cultivation of marijuana when it is authorized by California state law for medical or other purposes.

Pursuant to Section 11362.777 of the California Health and Safety Code, effective January 1, 2016, this article is intended only to authorize limited cultivation of medical marijuana exempt from local and state licensure requirements under California Business and Professions Code Section 19319, expressly reserving any future local licensing authority granted to the city by that Section.

Sec. 25-21.5-20. - Applicability.

(a) Applicability. No part of this article shall be deemed to conflict with federal law as contained in the Controlled Substances Act, 21 U.S.C. § 800 et seq., nor to otherwise permit any activity that is prohibited under that Act or any other local, state or federal law, statute, rule or regulation.

(b) Nothing in this article shall be construed to allow any conduct or activity relating to the cultivation, distribution, dispensing, sale, or consumption of marijuana that is otherwise illegal under local or state law. No provision of this article shall be deemed a defense or immunity to any action brought against any person by the Yolo County District Attorney's Office, the Attorney General of the State of California or the United States of America.

Sec. 25-21.5-30. - Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section.

“Cannabis” shall have the same meaning as that set forth in California Business and Professions Code Section 19300.5(f), and shall include “marijuana” as defined in California Health and Safety Code Section 11018.

"Child care center" means any licensed child care center, daycare center, or childcare home, or any preschool.

“Commercial Cultivation” means cultivation of medical marijuana licensed by the State of California in accordance with the Medical Marijuana Regulation and Safety Act, California Business and Professions Code Section 19300 et seq., and contemplated by the definition of “commercial cannabis activity” set forth in California Business and Professions Code Section 19300.5(k), as amended.

"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, trimming or processing of cannabis or any part thereof.

"Medical marijuana" means medical cannabis or a medical cannabis product that: (i) has been grown by a "qualified patient" or "primary caregiver," as those terms are defined in California Health and Safety Code Section 11362.7; and (ii) is intended to be, and is, cultivated and distributed in strict accordance with California Health and Safety Code Sections 11362.5 and 11362.7 through 11362.83, inclusive, commonly referred to as the Compassionate Use Act and the Medical Marijuana Program.

"Primary caregiver" shall have the same definition as set forth in California Health and Safety Code Section 11362.7(d), as it may be amended.

"Qualified patient" shall mean a person identified in California Health and Safety Code Section 11362.7(c) or (f), as they may be amended.

Sec. 25-21.5-40. - Prohibited locations.

(a) No person shall cultivate cannabis that is not medical marijuana at any location in the city of Woodland. Commercial cultivation of medical marijuana is prohibited in the city.

(b) No person, including any qualified patient or primary caregiver, shall cultivate medical marijuana outdoors within:

 (1) A six hundred-foot radius of any child care center, park, school or residential use; or

 (2) Any residential zone.

(c) The distance specified in this section shall be the horizontal distance measured in a straight line from the property line of the school or residential use to the closest property line of the lot on which the outdoor medical marijuana cultivation is located without regard to intervening structures.

(d) No person, except for a qualified patient or primary caregiver, shall cultivate medical marijuana indoors within any residential zone except within a detached, fully-enclosed and secure secondary structure or primary residential structure that meets the requirements set forth in Section 25-21.5-50 and is registered with the city pursuant with to Section 25-21.5-60.

Sec. 25-21.5-50. - Indoor cultivation.

The indoor cultivation of medical marijuana within a residential zone shall only be conducted within a detached, fully-enclosed and secure secondary structure or within a primary residential structure conforming to the following minimum standards:

(1) The medical marijuana is cultivated by either: a qualified patient exclusively for his or her own personal medical use but who does not provide, donate, sell, or distribute medical marijuana to any other person; or, a primary caregiver who cultivates, possesses, stores, manufactures, transports, donates, or provides medical marijuana exclusively for the personal medical purposes of no more than five (5) specified qualified patients for whom he or she is the primary caregiver, but who does not receive remuneration for these activities except for compensation in full compliance with California Health and Safety Code Section 11362.765(c).

(2) Indoor grow lights in any structure shall not exceed an aggregate of one thousand two hundred watts and shall comply with all applicable building code regulations. Gas products (including, without limitation, CO_2, butane, propane, and natural gas), or generators shall not be used within any detached structure used for the cultivation of medical marijuana.

(3) Any detached, fully-enclosed and secure structure or residential structure used for the cultivation of medical marijuana must have a ventilation and filtration system installed that shall prevent marijuana plant odors from exiting the interior of the structure and that shall comply with all applicable building code regulations, including obtaining all required permits and approvals. The ventilation and filtration system must be approved by the city and installed prior to commencing cultivation within the detached, fully-enclosed and secure structure or residential structure.

(4) A detached, fully-enclosed and secure secondary structure used for the cultivation of marijuana shall be located in the rear yard area of a parcel, maintain a minimum ten-foot setback from the rear yard property line and a side yard setback that is equal to the same side yard setback required for the residential lot on which the home sits, and the area surrounding the structure or back yard must be enclosed by a solid fence at least six feet in height.

(5) Marijuana cultivation occurring within a residence and detached structure shall be in a cumulative area totaling no larger than fifty square feet, regardless of how many qualified patients or primary caregivers are residing at the premises.

(6) Cultivation of marijuana shall not inhibit the occupancy of the residence or take place in the kitchen or bathrooms of any building.

(7) Cultivation of marijuana shall not take place on any carpeted surface.

(8) Medical marijuana cultivation may occur in a detached structure and/or inside a residence on the same parcel but shall not exceed a cumulative marijuana growing area of fifty square feet total.

(9) Medical marijuana cultivation areas, whether in a detached building or inside a residence, shall not be accessible to persons under eighteen years of age. Medical marijuana cultivation shall not be conducted by any person under eighteen years of age.

(10) No exterior evidence of medical marijuana cultivation occurring at the property shall be visible from the public right of way.

(11) Either a qualified patient or primary caregiver shall reside full-time on the premises where the marijuana cultivation occurs.

Sec. 25-21.5-60. - Indoor cultivation registration.

(a) Prior to commencing any medical marijuana cultivation the qualified patient(s) or primary caregiver(s) owning, leasing, occupying, or having charge or possession of any structure where medical marijuana cultivation is proposed to occur must be registered with the community development director or designee for medical marijuana cultivation. Any registration under this article does not legalize or authorize the cultivation of marijuana but merely exempts the holder from the general zoning prohibition on indoor cultivation in Section 25-21.5-40 and permits the city to monitor compliance with the building and safety regulations in Section 25-21.5-50. The following information will be required with the initial registration application and subsequent renewals:

(1) The owner of the property acknowledges the cultivation of marijuana at the premises on a form provided by the city.

(2) The name of each person, owning, leasing, occupying, or having charge of any legal parcel or premises where medical marijuana will be cultivated.

(3) The name of each qualified patient or primary caregiver who participates in the medical marijuana cultivation.

(4) A copy of a current valid medical recommendation or county issued medical marijuana card (if available) for each qualified patient identified as required above, and for each qualified patient for whom any person identified as required above is the primary caregiver.

(5) The physical site address of where the marijuana will be cultivated and a description of the growing area(s).

(6) A signed consent-to-enter form, acceptable to the city, authorizing city staff, including the police/planning department, to conduct an inspection of the detached, fully enclosed and secure secondary structure or area of the residence used for the cultivation of marijuana upon twenty-four hours' notice.

(b) Any registration under this article is unique to both the holder(s) and location. In the event a property is sold, transferred or leased to a new tenant, the registration for that property shall expire upon such sale, transfer or lease. Moreover, if a qualified patient or primary caregiver moves to a new residence, he or she shall obtain a new registration for that residence. Every person shall renew his or her registration every two years.

(c) To the extent permitted by law, any personal or medical information submitted for medical marijuana cultivation registration or renewals shall be kept confidential and shall only be used for purposes of administering this article.

(d) The city council may adopt a fee or fees required to be paid upon filing of registration(s) as provided by this article, which fees shall not exceed the reasonable cost of administering this article. The city council may adopt and amend any fee by resolution.

(e) In the event of future amendments to this article, the city shall have the authority to implement and impose additional requirements granted by law, including but not limited to permit or licensing requirements regarding medical marijuana cultivation beyond the limited cultivation permitted by this article.

Sec. 25-21.5-70. - Public nuisance.

Any violation of this article is declared to a public nuisance and may be abated by the city pursuant to Chapter 14A of this code.

Sec. 25-21.5-80. - Penalty.

A violation of this article shall either be a misdemeanor or an infraction at the discretion of the prosecuting attorney. However, notwithstanding anything in this code to the contrary, persons violating this article shall not be subject to criminal liability under this code solely to the extent such conduct or condition is immune from criminal liability pursuant to the Compassionate Use Act of 1996 (Health and Safety Code Section 11362.5) and/or the Medical Marijuana Program (Health and Safety Code Section 11362.7 et seq.) as they may be amended. This section does not prohibit the city from abating violations of this article by any administrative, civil or other non-criminal means. In such cases, a violation of this article may be considered the civil or administrative equivalent of an infraction or misdemeanor as applicable.

Legislation Text

11.

File #: 16-347, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Library Improvement Project, CIP 15-08; Receive Library Improvement Report and Authorize Consultant Services Agreement for Design Services

Recommendation for Action: Staff recommends that the City Council:

(1) Receive the attached Woodland Public Library Community Learning Lab Report; and
(2) Adopt Resolution No. _____, authorizing the City Manager to enter into a Consultant Services Agreement for design services with Gyroscope, Inc. in the amount not to exceed $147,537 for the Library Improvement Project, CIP 15-08.

Staff Contact

Greta Galindo - (530) 661-984, greta.galindo@cityofwoodland.org

Fiscal Impact

The Library Improvement Project, CIP 15-08, is included in the FY 16/17 Capital Budget in the amount of $600,000. Funding is part of the Measure E funds that included improvements to the Woodland Public Library. The proposed consultant services contract recommended in this report is for slightly under $150,000 and will be charged to the project budget. Upon completion of the design phase of this project, staff will assess whether the remaining budgeted funds will be sufficient to bid and award the construction contract, or whether a supplemental budget appropriation will be required to complete the project.

Background

In 2015, the Woodland Public Library hired consultants Cathy Sanford and Christopher Brown to conduct an assessment for the creation and programming of a community library learning lab.

The learning lab or “makerspace” is a creative, mentor-led learning environment where people can create, and invent. Makerspaces enable the community to design and use technology that otherwise is not possible with the resources available to individuals. The proposed learning lab will be in an existing 1,600 SF space that is currently being used as storage for the library.

The Library Community Learning Lab Report (Attachment A) includes the process and the findings from the assessment that was conducted by the consultants and Library staff. The report includes recommendations for uses of the space, activities and tools including 3D printers, laser cutters, video and gaming editing software, electronics, craft and hardware supplies among other equipment.

In addition, a public outreach process to find support and input for the makerspace was an integral part of the assessment. Several meetings and interviews were set up with different focus groups and various stakeholders to brainstorm and discuss the needs of the community in the makerspace. During these meetings, potential uses, benefits, age groups, partnerships, structure of lab, tools and activities were some of the topics that were discussed. An online survey was also part of the public outreach process.

Discussion

The project will use Consultant Services for the renovation of the existing space. The Consultant will provide professional services including programing, planning and design for the renovation.

In December 2015, staff released a request for Statements of Qualifications from firms/teams to with makerspace experience to perform design services for the project. After a thorough evaluation of the submitted statements, staff determined the top rated firm was Gyroscope, Inc.

Staff is requesting that Council approve the consultant service agreement for design services with Gyroscope, Inc. in the amount not to exceed $147,537 for the Library Improvement Project, CIP 15-08. The Consultant and City staff anticipates several design constraints that come with renovating part of an existing building including connecting to existing HVAC systems and bringing the existing space to current design standards. During design, consultant will address constraints and it will also incorporate elements that are specific to makerspaces. In addition, $19,950 of the design cost is for construction support and structural design services that will only be used as needed.

Design is scheduled to be completed summer 2016 and the project is anticipated to be under construction by fall 2016.

Conclusion

Staff recommends that the City Council:

(1) Receive the attached Woodland Public Library Community Learning Lab Report; and

(2) Adopt Resolution No. _____, authorizing the City Manager to enter into a Consultant Services Agreement for design services with Gyroscope, Inc. in the amount not to exceed $147,537 for the Library Improvement Project, CIP 15-08.

Prepared by: Clara Olmedo, Associate Engineer

Paul Navazio, City Manager

Attachment: Attachment A - Library Community Learning Lab Report
Attachment B - Resolution

WOODLAND PUBLIC LIBRARY COMMUNITY LEARNING LAB

Cathy Sanford and Chris Brown, Library Consultants

EXECUTIVE SUMMARY WOODLAND PUBLIC LIBRARY COMMUNITY LEARNING LAB

The City of Woodland commissioned library consultants Cathy Sanford and Christopher Brown on behalf of the Woodland Public Library to conduct this needs assessment for the creation and programming of a library learning lab. A learning lab, often generically referred to as a "makerspace" or "community of makers," offers a technology-based, mentor-led learning environment. Sanford and Brown's fees for the assessment were paid through funds acquired through Measure E. Approved by voters on June 6, 2006, Measure E extended an existing ½ cent supplemental sales tax supporting city improvements to include the library. Measure E will ultimately fund construction of and furniture, equipment, and supplies for the learning lab.

The proposed facility for the learning lab is an existing 1,600-square foot structure on library grounds; it is currently used as storage space. Transforming the structure into a learning lab requires renovation and the addition of wiring for power and data. Perhaps even more importantly, the lab must answer the needs and desires of the Woodland community. What activities should the lab support? What kind of design and equipment are necessary to ensure the success of these activities?

The City of Woodland's General Plan 2035 stresses the importance of community input in all aspects of city planning and development. In keeping with this goal, one major component of Sanford and Brown's scope was engagement with Woodland residents: a facilitated process that would help articulate the purpose of the learning lab, identify preferred equipment and prioritize services and targeted age groups. The consultants were then tasked with presenting the ideas garnered from this process to the public for additional input and support.

Community engagement was accomplished by conducting nine focus groups and 15 individual stakeholder interviews, as well as through an online survey that received responses from 198 individuals over the course of two months.

The collective input focused on two evolving roles of the library: as a resource for computer literacy, digital literacy, job skill development, and exploration; and as a contributor to the revitalization of downtown Woodland. With these twin higher-level goals in mind, community participants articulated the specific goals for the learning lab:

- Ensure free access for all;
- Create a safe place;
- Offer free use of technology, computers, and software;
- Support arts and music;
- Support and promote employment by learning new skills to improve labor force;
- Supplement the school's programs;
- Create a multigenerational lab / a place for all;
- Recognize the importance of learning by doing;
- Build long-time community support for the city and the library;
- Sponsor partner programming through collaboration;
- Accept the STEAM (science, technology, engineering, art and math) challenge to develop programs and spaces that allow people, especially youth, to become makers.
- Experience personal creation, which participants described as "a powerful motivator.

RECOMMENDED ACTIVITIES AND USE OF SPACE:

To meet the stated goals for the learning lab, community input strongly recommended the following resources and tools:

- Classes or workshops for learning how to use sophisticated technology tools;
- Programs that support the arts and music appreciation, ranging from gaming design to digital storytelling, video editing, and performance stages;
- Opportunities for personal arts and crafts creation, including jewelry-making, sewing, and book making;
- Co-located programming, such as cooking demonstrations, gardening, and other educational instruction.

To support these activities, Sanford and Brown recommend a space designed to be attractive, appealing, and accessible to all ages and abilities. Modularity and flexibility are key. The space should be easily divided or rearranged to create individual stations or areas that clearly advertise the intended use. The space should offer both independent and collaborative work areas. As a result, equipment should be movable rather than fixed wherever possible. Depending upon the final net square footage, some areas or stations could be combined, such as a mobile area that functions as both performance and demonstration stage. From a practical standpoint, the space should have plenty of storage and clear functionality; focusing on the utilitarian will ensure that visitors intuitively use the space as intended. Ventilation is also an important factor, not only for the human users but also for the tools, equipment, and materials that support activities. Other considerations include non-intrusive wire management (affecting decisions to hard wire or use Wi-Fi), strong bandwidth, a sealed concrete floor and resandable work areas.

University of Washington faculty and students with disabilities recently released new guidelines aimed at ensuring accessibility and universal design in makerspaces, which is included in this document's Recommended Resources (Attachment #2).

Tools and Equipment

A learning lab or makerspace requires space, tools, and people. There is an abundance of library literature and web articles offering extensive "shopping lists" for starting a makerspace. However, one size does not fit all. Each space must answer to the unique needs of its users and environment. The intent of this section is to suggest and discuss the kinds of equipment and materials that might make sense for Woodland's learning lab. The recommendations outlined here reflect the needs and interests expressed by the Woodland community throughout the assessment process

Of course, any equipment list must also include the caveat that it should be viewed as strictly a guideline. Research is advisable before making any purchase. The market is constantly changing: models are discontinued, newer models are introduced, functionalities are combined, and prices shift. As just one example, a product soon to hit the market combines the work of a 3D printer, computer numerical controller (or CNC) mill, and a laser engraver. When it becomes available, it will be priced between $2,900 and $3,500, depending upon the package. This multi-use option may be preferable than three separate pieces of equipment.

This assessment recommends a basic start-up space and package that can be evaluated early on for effectiveness and appeal to the public. However, the consultants strongly encourage the city and library to add higher-end tools as soon as possible since residents expressed great interest in advanced technology, particularly high-manifestation technology. It is our opinion that rolling out newer technologies is a necessity not only to fulfill citizens' expectations but also to generate motivation for continued use and support of the learning lab. Start small, then observe and evaluate prior to investing additional monies and resources.

WOODLAND LIBRARY COMMUNITY LIBRARY LAB REPORT

Review of Planning Documents

In preparation for working with Woodland and developing a plan for this report, the consultants reviewed several previous documents: the City's General Plan 2035; the previous General Plan (dated December 2002); the City Council's priority goal statement/objectives; the first presentation to library board on a possible makerspace; Woodland demographics, and a range of local and regional initiatives.

The city's General Plan 2035 delineates several goals that would be supported by a library learning lab:

a) Support different learning styles/needs. The proposed learning lab supports experiential learning (learning by doing) and exploring individual passions and interests. A library is an ideal place for alternative approaches to learning since it is unrestricted by a rigid curriculum and is open to all, giving students and adults alike access to equipment that they might not be able to purchase on their own. Finally, many focus groups participants mentioned that they felt that the lab would foster multigenerational interaction, which they saw as a constructive and positive way to learn.

b) Seek partnerships with UC Davis. In 2014, the Sustainable Agriculture Research and Education Program (SAREP) at the university launched a digital badge system that helps document education through learned competencies (or "hands on learning") in addition to classroom study and conventional learning, supporting the concept of learning beyond the structured classroom. Badges are used to document competency-based learning in addition to academic knowledge, demonstrating the students' knowledge, skills and abilities. SAREP worked with employers to identify seven core competencies: systems thinking, experimentation and inquiry, understanding values, interpersonal communications, strategic management, civic engagement; and personal development. The learning lab could potentially partner with SAREP for local residents to prepare for and/or learn these competencies. After all, the lab will offer a collaborative work environment, a setting that promotes the concepts of critical thinking and social skill development.

c) Students are #1 priority. Although the community assessment for the learning lab emphasized making a space for all ages, when asked to prioritize, high school students emerge as the priority age group focus, noting that exploration and exposure to creative opportunities are critical to developing informed decision-making skills in young people.

d) Build on agriculture. Technology skills play an increasingly important role in the future of agriculture. Today, integrated robotic and software platforms are employed for pesticide control, sensing technology helps control irrigation needs, and farm management software products handle inventory control, cost production, and accounting. There are also products that monitor the reproductive cycles of animals to recommend optimal breeding times. The farmers of tomorrow will rely on even "smarter" tools. Growth of information technology skills is imperative for sustaining agricultural management and maintain Woodland's prominence as a tech-forward agriculture center.

e) Jobs, business, employment opportunities. Community residents felt strongly that a learning lab would support job skill development and career exploration. They recognized hands-on learning as authentic learning and stressed the importance of experimentation in determining purposeful employment, particularly with regard to entrepreneurship. The residents thought that the lab could offer basic job skill training, such as how to complete a job application and use a computer proficiently, programs also supported through the Library's literacy program.

f) Revitalize downtown. The downtown revitalization program includes the Opera House performing arts center located directly across from the library; a regional business incubator initiative that supports community agriculture; and the Yolo Arts Organizations which has proposed an arts collective space to support visual arts and music. The lab has potential to be a vital component of this downtown expansion. The lab will undoubtedly heighten the library's status as a destination, bringing more people to the downtown area. The lab also poses a ripe opportunity for partnerships with local and regional organizations and institutions, mutually increasing programming and support. As the lab gains momentum, it is bound to foster increased civic engagement and pride.

The City Council's Priority Goal Statement/Objectives, another document reviewed by the creators of this assessment, call out similar initiatives. Goal categories particularly relevant to the learning lab include quality of life, strengthen downtown and economic development/creation. The Community Learning Lab strengthens many goal strategies, including those that aim to:

- Identify opportunities to restore funding that will expand recreation programs and library services
- Work collaboratively with Woodland Joint Unified School District (WJUSD) and Woodland Community College (WCC) to support enhanced educational opportunities and academic achievement goals
- Increase number and frequency of special events and community activities throughout the downtown
- Partner with community-based organizations to leverage community assets towards common objectives

Additional local initiatives, such as Yolo County's 2030 General Plan and the Woodland Economic Development Strategic Plan, espouse the same priorities and goals, with an emphasis on creating jobs, attracting new employers, supporting agriculture, creating sustainable communities, and promoting a positive image of Woodland. The Next Economy Initiatives of the Capital Region likewise supports innovation and entrepreneurship by diversifying the regional economy and improving the business climate for economic growth. The Next Economy Initiatives sees career development as crucial to enhancing the economic profile of the region, and calls for fostering a strong innovation environment and growing and maintaining a world-class talent base.

Community Process

Focus Groups Report

Consultants Sanford and Brown and the staff of the Woodland Public Library held a nine focus groups to discuss the future learning lab. The groups met over May, June and July 2015. All participants were Woodland residents. Attendees included members of the library's Board of Trustees and the library's Teen Advisory Board, library staff, representatives from the Parks and Recreation's youth council, parents of school-age children, parents and children from a sixth-grade leadership class, and the general public.

Each session was an hour long, with at least one of the two consultants serving as facilitators for five of the focus groups. Library staff facilitated the remaining three groups. Participants contributed to group discussion and also provided written responses to questions about the lab. After an introduction to the topic and description of the objectives of the community needs assessment, respondents independently recorded their answers on index cards and then reported out to the group. General discussion led to further brainstorming and input. At the conclusion of the session, the index cards were anonymously forwarded to the consultants for inclusion in the final report.

Focus groups open to the public were advertised on the library web site and calendar, through library-distributed email lists, and on numerous Facebook postings. In addition, library staff posted flyers on community bulletin boards.

The facilitators posed open-ended questions at the heart of the community assessment. The ultimate goals were to gauge community support and interest in the library lab; determine the objectives of a lab; pinpoint potential activities and necessary equipment; and prioritize targeted age groups of the lab's end users. We asked focus group participants:

Question 1: How might a library learning lab support the City of Woodland and its residents?

Question 2: What activities would you like to see in the Woodland Public Library's learning lab?

Question 3: What age groups should the library target? And, in the event of limited funding, which age group should the library prioritize?

<u>Consultant Facilitated Focus Groups</u>

Focus Group One

Library Staff, 15 members representing a cross-section of employees
May 20, 2015

Benefit: Staff described the importance of a lab as an extension of traditional library objectives as being a place of empowerment, acceptance, and open-mindedness; a resource that encourages lifelong learning and is accessible for all. They hoped that the learning lab would improve the employability of users, especially in basic skills such as completing job applications and enhancing interpersonal and social skills.

Activities: Recommended activities ranged from computing, 3D printing, robotics and recording, quilting, pottery, cooking, photography and woodshop.

Age Groups: Youth (ages 12-18) ; older adults (ages 50 and over) ; and adults.

Noteworthy Observations: The staff was generally enthusiastic about the lab and looking forward to expanding library services. They stressed the importance of intergenerational learning and interaction. However, they did not recommend elementary age children or younger, citing the tremendous numbers and ranges of programming available for these ages at the library and within the school systems.

Focus Group Two

Library Board of Trustees and President of the Friends of the Library, 4 members present May 20, 2015

Benefit: This group saw the lab as supporting the needs of vocational and technical schools, helping individuals determine career choices through exploration and exposure, enabling users; learn practical skills that could improve employability; motivating and challenging people, and finally; attracting new library users.

Activities: Recommended activities ranged from 3D printing and robotics to cooking, jewelry making, book making and glass blowing. The group felt that arts should be represented through art appreciation, music, oral history, and play productions. Trustees also expressed a desire for lifelong learning demonstrations and lectures on topics such as gardening, science, cooking, and history.

Age Groups: Ages 12 and older.

Noteworthy Observations: The trustees were highly engaged and spoke eloquently to the treasured library principle of being all-inclusive and welcoming to people of all socioeconomic levels, noting the unique diversity Woodland residents. They also stressed the importance of intergenerational learning and teaching. In terms of the physical design, participants described envisioning an open, dynamic space that is aesthetically pleasant. The conversation centered on flexibility, urging sustainable use of technology and generating a budget for ongoing technology upgrades.

One trustee recommended using the phrase "*intelligence is the result of experience*" as a slogan for the lab.

Focus Group Three

Library Teen Advisory Board (TAB), 7 members present
May 20, 2015

Benefit: The TAB envisions a comfortable environment, a space that nurtures dreaming, independence, and a sense of community feeling and belonging. The space should be particularly welcoming to teens and accommodate group study and projects. Participants felt that the lab has potential for attracting more teens to the library, strengthening support for the library and encouraging the teens to explore different career paths.

Activities: TAB members want activities that expand their horizons and mentioned a wide variety of pursuits, including: bookmaking, play production and performance, building, karaoke, dancing, 3D printing, robotics, engineering, sewing and jewelry making. They also felt strongly that the space should provide access to computers and Wi-Fi.

The programming conversation included an idea for competitions between fandoms, defined by the *Urban Dictionary* as "communities surrounding a TV show/movie/book etc." Fandom participants include fan-fiction writers, artists, and poets or cosplayers. Cosplay is a kind of performance art in which participants wear costumes and fashion accessories that represent a specific character from a comic, book, movie, or video game. In addition to in-person gatherings, fandom activities include contributing to message boards and livejournal communities.

Age Groups: Not unexpectedly, focus group participants championed their own age group, recommending a maximum age of 18 and a minimum age of 7. The most frequently mentioned age range was 12 to 18 years. However, one member encouraged the library to consider including children of elementary ages; another teen suggested putting aside a particular day or time slot for children between the ages of 6 and 11 years.

Noteworthy Observations: One TAB member urged the consultants to include programs in "*real world lessons*", such as how to prepare a tax return. They communicated a preference for both independent and collaborative areas that are organized and not *"messy."*

Focus Group Four

General Public, 7 people (5 men, 2 women)
July 11, 2015

Benefit: Common themes continued to emerge as this focus group articulated viewing the lab as a place to gain technology literacy and hands on facility of new skills (particularly skills needed by employers), to develop skills needed by employees, foster entrepreneurship opportunities, and to pursue job training and work experience. The group participants saw the lab as a resource for students, children, and adults. Thy hoped that it would foster a culture that inspires creation and problem-solving "through doing" and via the pursuit of artistic/technical interests. In short, the lab will expose users to opportunities that they would not have otherwise.

Activities: This group produced an extensive list of interests and suggested hardware and software. Mentioned hardware were LilyPro, a camera drone; Arduino micro-controller kits with open source software; Raspberry Pi, tiny and affordable single board computers; soldering/electrical stations; circuit boards; hand and electric tools; Shot BOT Tools; Epilog laser-engraving and cutting equipment; specialized, higher-end tools included were laser engravers, laser cutters, 3D printers, computerized numerical control (CNC) of mills, routers, drills, robotics and other cutting tools.

Requested software programs included ShotBOT, an iPad app for video production; Photoshop; photo-editing software; CAD- CAM, computer-aided design and manufacturing; Unity, a 3D game development platform; Brickfilm, software for stop-motion animation.

Group participants also described a range of potential programs in support of the fine arts, such as fashion arts, stop-motion photograph/animation, audio and video production, game development, printmaking, and writing/producing short stories and plays. They felt that the lab should feature an art studio as well as a recording studio.

Other areas of interest were platforms to help children create their own gadgets; astronomy; woodshop and woodworking tools; a book-repair station and bookmaking; quilt making; and LEGO Mindstorms.

Age Groups: Opinions on age groups varied with the majority vouching for youth. One member of the group stated "*it's a disaster if it is not for kids*". Suggestions to accommodate a range of age groups included scheduling different hours for different ages. Others felt that the lab should be for all Woodland residents, regardless of age.

Noteworthy Observations: Participants encouraged the library to consider a schedule for the lab that differs from the library's current hours. In general, group participants viewed the lab as a place to show what is "*possible*" and develop rapid prototyping. One member observed that "*teens are micro consumers, not necessarily micro producers*", referencing the fact that digital natives (i.e., children growing up in the digital age) still needed technology instruction. The need for computer mentors and docents was mentioned several times.

Focus Group Five

General Public, 11 people present (mix of teens, men, and women)
July 22, 2015

Benefit: This group was convince that the lab could offer support, encouragement and access to technology and other resources for people of all ages and socioeconomic levels, improving overall employability of Woodland residents. Participants felt that the lab would showcase the talent of residents (both individually and communally), and "*attract more educated and enterprising people*" to the City of Woodland. Once again, intergenerational connection also was emphasized as a positive outcome, helping people bond over shared interests.

Activities: This gathering led to yet another broad rundown of activities particularly around the visual and creative arts, crafts, and technology. Equipment suggestions included hardware and software necessary "to support 21st-century learning skills". Participants encouraged the use of open source and/or free software, citing examples such as Learn Scratch, a programming language and web site, and App Inventor, a site for learning how to program mobile apps.

Age Groups: Hands down, this group was adamant that all age groups be represented. The adjective "*intergenerational*" was used multiple times.

Noteworthy Observations: A highly engaged and verbal group, attendees contributed over 50 specific suggestions for equipment and classes. They expressed concern for the welfare of the City and seeing the lab as an opportunity to promote the library and generally enrich the community. Access to technology was particularly seen as having great civic potential. In the words of one participant: "*Encourage creativity in a world where computers do everything for us, by combining technology with creating things; embrace technology to do things we never could before*".

Staff Facilitated Focus Groups

Focus Groups One and Two (combined synopsis)

June 2, 2015 and June 10, 2015 (combined synopsis), led by Teen Librarian, Rhea Fabricante
Participants from a 6th grade leadership camp and members of the Recreation and Park's Teen PAC; 25 youth present, ages 13-17

Benefit: These two targeted groups featured input such as:

"(The lab) could be a place where people can do STUFF they can't do at their home";

"(The lab) will inspire me to do something I couldn't do";

"*I think it would help people and kids find what they are good at*";

"*To help the earth".*

Activities: The youth groups at these meetings echoed their peers on the Library's Teen Advisory Board (TAB) in classing for a "fun" teen lounge and access to activities such as video gaming and laser tag. However, they also mentioned wanting activities related to the fine arts and technology. They noted that the lab had the potential of helping people "*find out what you're good at.*"

Age Groups: The teens recommended all ages, with an emphasis on teens to young adults.

Focus Group Three

General Public Meeting, 3 people present (all female)
June 22, 2015
Led by Greta Galindo, Library Director and Abigail Craig, Children's Librarian

Benefit: A learning lab would build creativity, supplement an ever-decreasing school curriculum for arts and music, and build intergenerational connections.

Activities: This group requested music production technology, LEGO building, graphic design and photo editing as well as sewing, quilting, fashion design and 3D printing.

Age Groups: All ages

Noteworthy Observations: One participant suggested that volunteers should receive extra access to the space in exchange for their contribution. Other participants felt that the lab should "stagger" its hours in order to accommodate the different age groups.

Focus Group Four

General Public, 5 people present (2 women, 2 men, 1 female youth)
June 23, 2015
Led by Greta Galindo, Library Director and Rhea Fabricante, Teen Librarian

Benefit: This small group saw the lab as a "brilliant opportunity for youth to express their creativity", a positive impact on the social economics of Woodland, and a resource for technologies routinely lacking in the home.

Activities: Attendees emphasized the arts and sciences paired with technology. They suggested using the lab as a demonstration space with resources for recording, video editing, laser cutting, and using 3D printers, and generally providing exposure to the arts.

Age Groups: There was consensus for focusing on middle school students and generating an intergenerational workspace, with adults as mentors.

Noteworthy Observations: One participant noted the added benefit of the lab as a non-graded, non-evaluative space. Others saw the possibility of a program as an avenue for developing new skill sets and further cementing connections between students and adults.

Summary

With remarkably little variation, City of Woodland residents concur on the benefits of recommended activities and age groups. There was no deviation from group to group, a unanimity also reflected in stakeholder interviews and the online survey. All groups saw the lab as increasing a sense of community in Woodland and even enhancing economic opportunity for the city. Intergenerational connection, personal growth, and the development of knowledge and skills were all cited as potential benefits for individuals. Recommended activities balanced technology with arts, crafts, and other hands-on activities. Finally, all felt that the core target group was youth ages 12-18. This group would have the most access to the lab, with additional timeslots offered to other age groups.

Stakeholder Interviews

Stakeholder Interviews Report

In order to ensure that plans for a community learning lab accurately reflected the Woodland community, the Library tasked the consultants with gathering input from diverse stakeholders. The Library set-up 15 interviews between the consultants and selected leaders from the local government, the Department of Parks and Recreation, Woodland elementary and high schools, arts and culture organizations, and community groups that focus on youth. In these interviews, the consultants asked the same foundational issues explored in the focus groups: the potential impact of a learning lab in support of the community of Woodland, the lab's potential services, and potential target age groups for the lab. These discussions shed additional light on insights already culled from the focus groups, along with new perspectives on potential partners and marketing messages.

Potential Impact

The stakeholders see a multiplicity of potential values in a learning lab, learning opportunities, access to valuable technology and tools, support for an artistic community and the support cultivation of a labor force with employable skill. While all stakeholders saw potential for the lab to impact adults and youth alike, the majority saw the main beneficiaries as youth and students. Specifically, many viewed the learning lab as enabling students to direct their own learning outside the classroom via fun and hands-on active learning experience instead of a passive one and much of the learning could involve skill-building that will help support the city's workforce. In addition group saw the value of offering access to new technology and machinery at no personal cost to individual households. Finally, many interviewees expressed hope that the lab would help support the continuing emergence of the local arts community. Collectively, the group also felt that the library's central location and proximity to public transit would be key to the lab's success and ultimate impact.

Age Group

By and large, the stakeholders expressed the opinion that the learning lab should support Woodland youth. More specifically, they felt the library should focus service on middle school and high school students. While there was some interest in supporting college students, generally this group felt that youth ages 12 18 would benefit most, old enough to start tinkering but still very young. While the lab could still support adults, on the whole the interviewees felt that the most likely (and best) role for adults was as intergenerational support and instruction, serving as mentors, teachers, and collaborators.

Potential Uses

It was clear from the interviews that a learning lab would have uses far beyond technology training. The space should allow for a hands-on learning in many areas, from art, video production, and early literacy to ESL, and even instruction in enrolling in medical classes. The stakeholders also saw the potential for the lab as a destination during school breaks, especially for those without access to computers. To meet its diverse programming needs, the space should be multi-functional. A recommended model emerged: identify local learning lab mentors and guest instructors who can invite the community to learn from their personal and professional success.

The interviewees were enthusiastic about the lab's potential for being a landmark of civic learning, and hoped that Woodland youth would have an opportunity to publicly present their projects or what they learn.

To ensure that the target audience buys in to the value of the lab, stakeholders recommended that the youth of Woodland have a strong hand in influencing the design of the lab. The process of shaping the lab even could serve as a first functional creative activity of the facility. Even after opening, ongoing implementation of the lab should include feedback from youth, so that the lab will continue to reflect and speak to them. This could be a process where learning lab features are publicly posted and youth can cast their vote for a preferred option.

Structure

Stakeholders had strong ideas about the structure of learning lab programs. They believed that all programs would require the presence of a facilitator, a facilitator being different from an instructor. Instead of imparting a lesson to a passive class, a facilitatory enables the users to lead the process, guiding them as needed. These facilitators must have skilled experience at setting the stage for self-directed learning and also be flexible enough to work with different learning styles. Ideally, the learning experience should extend beyond the library, with activities, books, and ideas that can be explored at home.

Stakeholders also recommended that the Library structure some programs as family learning events, so that parents and children could participate and learn and socialize alike. Programs could also be structured according to different difficulty levels as in a gym: i.e., beginner, intermediate, and advanced.

Partnerships

Stakeholders brought up the fact that the city and region supports many non-profit community groups. It is possible that these groups may be duplicating efforts or are unaware of what others are offering. City leaders related an anecdote about a recent city-sponsored economic forum for agricultural business owners, in which many owners were unfamiliar with their peers. The learning lab can be a hub for uniting stakeholder resources, drawing together disparate groups for learning.

Stakeholders encouraged library staff to visit classrooms to gather feedback from students and teachers. For example, 4-H is incorporated into the Woodland school curriculum at the secondary level beginning in the 4th grade. The library could be partnering with early elementary school teachers to help build 4-H basic literacy, so that the students reach the secondary level with a stronger foundation and a personal interest in the subject. Other potential school-related partners include the robotics club, the agricultural instructor at the local community college, the Yolo Family Resource Center, the Center for Families, and Empowering Yolo. Stakeholders were particularly hopeful.

The hands-on aspect of the learning lab will have relevance to many other non-profit organizations. For Example, Farm to Fork has a hands-on approach of teaching young children about agriculture through planting and growing produce.

Since the Opera House is located directly across from the library, a focus on the arts is a natural fit for the learning lab. Potential arts-related partners include the Yolo Arts Organization, which has already proposed an arts-collective space to support visual arts and music.

Finally, the learning lab could be a forum for local law enforcement to educate youth about community safety.

Again, stakeholders stressed that the library should also communicate with socioeconomically diverse groups. Children making use of free lunch programs were identified as a group that would find the learning lab's programs highly valuable. Above all, interviewees expressed hope that the lab is indeed able to attract its target audience of middle schoolers and teens, noting previous community-wide teen programs have not always been able to gain the ideal level of traction.

Tools and Activities

The stakeholders recommended that the learning lab include staples of similar labs such as a 3D-printer and sewing machine, but also recommended that the lab include an ever-changing learning activity station that could feature a different tool or piece of equipment each day. The participants also recommended a host of potential activities and topics: exploration of weather and natural phenomenon, graphic animation, coding, architecture, multi-media production, ceramics, watercolor, baking, woodworking, robotics, electronics, foreign languages, computers, creative writing, spoken word, employment skill development, how-to demos on camping, pets, public safety, and recreational tools. Woodland has a significant recreational infrastructure, but many facilities lack the in-house resources to take full advantage of their potential (e.g. tennis rackets and horseshoes. Stakeholders thought the lab could also be a library of things, referencing equipment.

Marketing

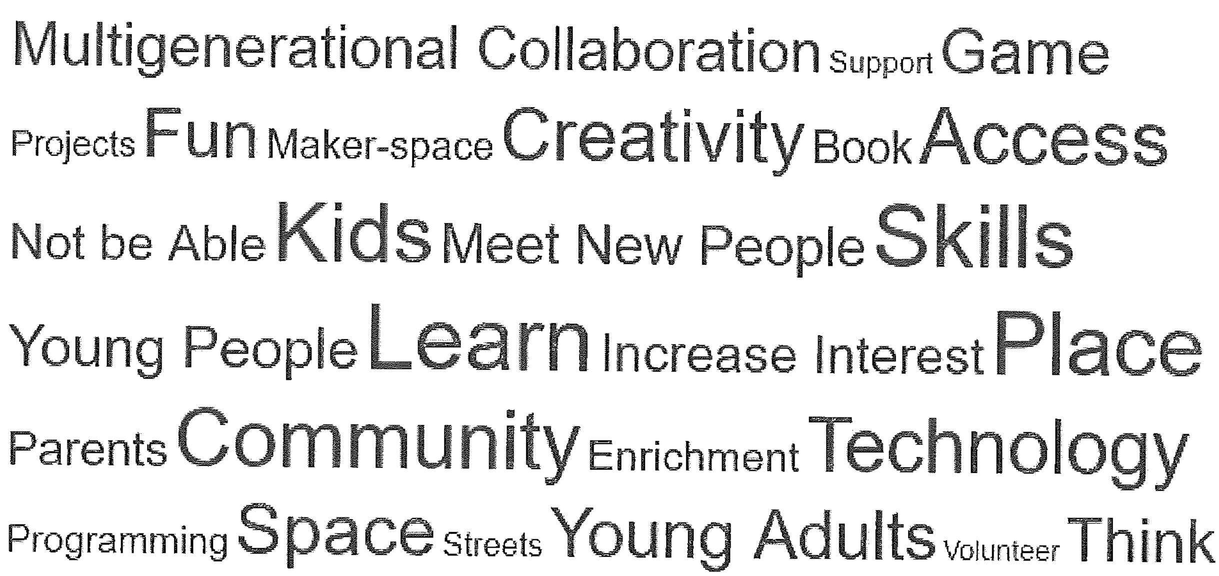
Stakeholders recommended establishing clear messaging about what the key components of a learning lab, as well as how the lab can be accessed. The space will be wasted potential if youth do not see the space as valuable. The stakeholders themselves weren't always clear on what exactly learning labs do, so the library has a bit of a communication challenge ahead. What does the lab offer the community and why? Some interviewees suggested that the learning lab might benefit from a slogan or tagline that conveys "learning through hands-on creativity". Other messages that should be promoted include opportunities for exploration and access to educational tools that most students do not have in the classroom or at home. Stakeholders placed a lot of emphasis on compliance as the enemy of creativity, so another message might emphasize the lab being a place where learning is creativity and fun. The actual name of the learning lab will help broadcast all or some of these messages, so stakeholders felt the community should be involved in the naming process.

Online Survey Analysis

<u>Online Survey Analysis</u>

Through the use of Survey Monkey's online survey software, the library launched a questionnaire comprising the same questions used for focus groups and stakeholder interviews. The survey was available to Woodland residents from June 23, 2015 through August 31, 2015 and garnered 198 respondents.

Q1: How might a library learning lab support the City of Woodland and its residents?



Common themes, as evidenced by the "most important word/phrase cloud" are: creativity, access, skills, learn, place, community, technology and place. The lab is viewed as a safe place, free, and open to all, especially to people that lack resources to purchase or access technology. It is a place to learn new job skills, a gateway to computer and digital literacy, and a resource for home school learning. As one respondent stated: *"(The Lab) it is a great way to pull a community together to share skills and tools."*

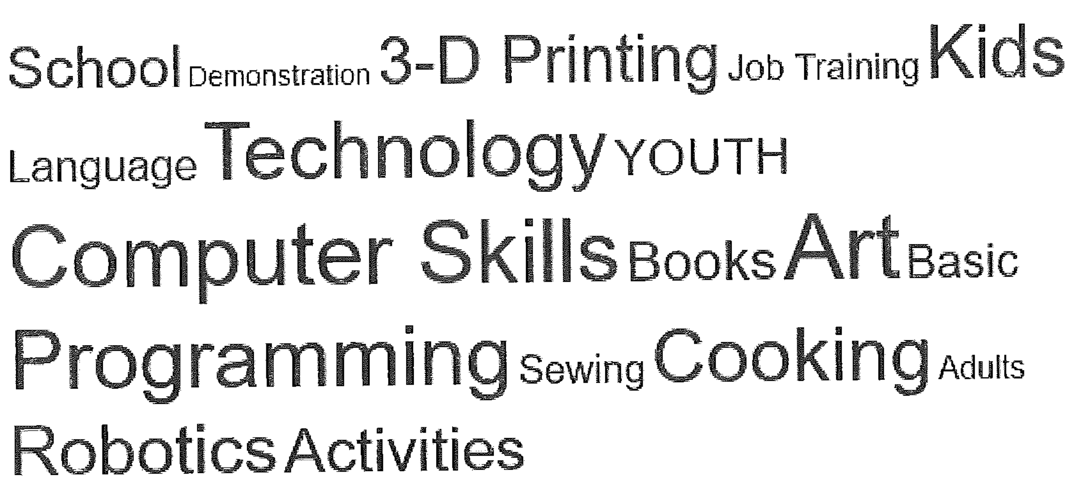
Q2: What activities/ideas would make a learning space interesting to you?

Responses by percentage in descending order were:

1. Arts and crafts (survey had examples listed as sewing, jewelry making, knitting).
2. Art and music activities (survey had examples listed as audio & video creation, stage performance, multimedia software).
3. Robotics, technology creation and programming, game design,
4. Learning computer skills.
5. Demonstration areas (survey had examples listed as cooking, gardening, instruction).
6. Other responses included: laser cutting / wood etching; woodworking; circuit machinery; and science related activities.

Q3: What three activities/ideas would you recommend as priorities to the library?

Priority #1 by most important word/cloud association:



Learning computer skills was the recommended number one priority.

Priority #2 by most important word/cloud association:

School Job Demonstration Sewing
Technology Computer Classes Robotics
Activities Skills Children Arts Design
Music Ages Reading Game 3-D Printing Tech
Knitting

Art, music, and craft activities tied as the second priority, followed closely by robotics and technology creation.

Priority #3 by most important word/cloud association:

Homeless Technology Game Design Youth Robotics
Outdoor FUN Center Programing Kids
Computer Skills Equipment Art Audio
3d Printing Cooking Community Study
Gardening Ages Book Club Jewelry Making

Arts and music activities dominated the third priority followed by crafts and demonstration areas for lifelong learning and instructional classes.

Q4: What age range would a makerspace appeal to?

In percentage order, the age ranges were:
1. High school
2. Middle school
3. Adults
4. College
5. Older adults (50+)
6. Elementary

Q5: Would a learning lab/makerspace increase your number of visits to the library?

93% of respondents stated yes.

Q6: Additional Comments

Comments were far-ranging regarding hours, recommended target age, and types of activities, with one person simply stating "*DO IT*".

Another comment: *"Engage them in taking risks to be creative and challenge them to try something new and different. Hopefully with an outcome that is meaningful, unforgettable and impacting"*.

Still another take: "Offer multi-generational activities; Offer learning that is relevant to all; culturally inclusive; time tested. Utilize technology that is sustainable. Allow more than one or two learning activities to take place. Be open and flexible to suggestions/ideas after the lab has opened. Offer activities that will show [users] possibilities of career choices through hands on learning".

Visits to Makerspaces

In addition to researching makerspaces online, Sanford visited three Bay Area makerspaces: DesignSpot, the 3D Printing Lab at the Arcade branch of the Sacramento Public Library; The Mix at San Francisco Public Library; and the Tinkering Studio at the Exploratorium, San Francisco's hands-on museum of science, art and human perception. A summary of her impressions follows:

DesignSpot. This 3D printing lab has been in operation for two years, a bit ahead of the makerspace movement. There is a dedicated enclosed space within the library, adjacent to the information desk and children's play/reading area. Anyone can use the lab, although those 17 or under must have a parent or guardian present.

Equipment includes four 3D printers. Of these, three are attached to computers with free design software. The fourth, which is a different brand than the others, is intended to be used with patrons' personal computer devices. Other equipment includes a 3D scanner, a regular scanner/printer, and two sewing machines. DesignSpot has been totally volunteer-run since opening. The facility is open three days and two nights during the week, as well as on Saturday. The approach is first-come, first-served and there is a signup sheet for printing. During Sanford's visit, people were lining up to enter the room, a common occurrence, according to the volunteers. The library plans to hire a dedicated staff member.

The day Sanford visited, three volunteers were present. Of those, two had learned 3D printing only after volunteering. In other words, no previous skills were required.

The library solicited some input from the community in developing desired tools/activities for the space and 3D printing was the winner. According to the staff and volunteers, no one asks for resources beyond the printing. However, the Arcade Branch circulates a "library of things," such as a guitar, video games, cameras, and sewing machines.

Printing requires time, which is where the sign-up sheet comes in. After the patron has created the design and printing has begun, they record the printing time on the sheet so that other patrons have an idea of the wait. For very large projects or for a time-sensitive project (such as a school assignment), volunteers may perform the printing during closed hours. The incentive for volunteers staying afterhours is free access to the lab.

The library encourages patrons to donate filament, the largest expense for the lab. [Note: the library should carefully consider potential types of filament and make sure that the lab can structurally handle any off-gassing.]

The Mix at San Francisco Public Library. The San Francisco Public Library converted 4,770-square feet of office space into a center for youth ages 13 to18 to explore, create and develop digital media and computer skills. The space is outfitted with state-of-the-art digital media, computers, creative maker equipment, and a video recording booth. Tools and equipment include: 3D printers, a sewing machine, a CNC machine, Arduino kits, Makey Makey, programmable robots, a camera, microphones, recording software, and a keyboard controller. The Mix has several dedicated staff members and has a board of youth advisors. It opened its doors on June 18, 2015. Is regular hours are Tuesday through Thursday, 1pm to 8pm, and Friday and Saturday, 10am to 6pm.

Tinkering Studio. The Exploratorium is an immersive, creative museum where visitors investigate scientific phenomena, and "make something." The museum's Tinkering Studio invites visitors to participate in a collaborative activity. For example Sanford, two friends and a table of children, created a motorized scribble machine. Both drop-in activities and scheduled classes are available.

The Studio boasts a large eclectic assortment of materials, tools, and technologies, including animation stations and a vending machine of consumables, such as glue, conductive thread, tape, paper, and light-emitting diodes (LED). Adjacent to the Tinkering Studio is the Learning Studio, which is stocked with tools and machines that support Tinkering Studio activities in science, art and technology. The Learning Studio is utilitarian with spaces to work collaboratively as well as independently. All surfaces are resandable, including the group work table. Staff members strongly recommended that a makerspace strike a balance between aesthetics and the practical, citing the latter as preferable.

Feature tools and machines include a 3D printer, CNC milling machine, circular saws, and Raspberry Pi, a miniature computer.

The museum's director of the Making Collaborative, Mike Petrich, provides classes for staff members and volunteers on the proper use of equipment, safety considerations and working with children in a makerspace. Mr. Petrich offered himself as a resource to the Woodland library.

Recommended Hardware, Software and Consumables

A learning lab or makerspace requires space, tools, and people. There is an abundance of library literature and web articles offering extensive "shopping lists" for starting a makerspace. However, one size does not fit all. Each space must answer to the unique needs of its users and environment. The intent of this section is to suggest and discuss the kinds of equipment and materials that might make sense for Woodland's learning lab. The recommendations outlined here reflect the needs and interests expressed by the Woodland community throughout the assessment process.

Of course, any equipment list must also include the caveat that it should be viewed as strictly a guideline and research is advisable before making any purchase. The market is constantly changing: models are discontinued, newer models introduced, functionalities combined, and prices shift. As just one example, a product soon to hit the market combines the work of a 3D printer, computer numerical controller (or CNC) mill, and a laser engraver. When it becomes available, it will be priced between $2,900 and $3,500, depending upon the package. This multi-use option may be preferable than purchasing three separate pieces of equipment.

This assessment recommends a basic start-up space and package that can be evaluated early on for effectiveness and appeal to the public. However, the consultants strongly encourage the city and library to add higher-end tools as soon as possible since residents expressed a great interest in advanced technology, particularly high-manifestation technology. It is our opinion that rolling out newer technologies is a necessity not only to fulfill citizens' expectations but also to generate motivation for continued use and support of the learning lab. Start small, then observe and evaluate prior to investing additional monies and resources.

Before the lab's opening day, the library should appoint a test group to check the performance of hardware and software, ensuring that all required peripheral devices are in place. It is recommended that staff determine in advance what hardware or software activities, if any, should be supervised and be familiar with the City's liability coverage. Immediate sustainability considerations include warranties, any service maintenance agreements, software upgrades, a supply budget to replenish consumables, and a replacement schedule for hardware. Rolling tool chests and cabinets may be used for storage and can be ordered pre-stocked with tools. Until recently, Midwest Technology Products sold a mobile storage cart with a pre-made Makerspace Tool Kit; unfortunately, Midwest discontinued the product and the consultants have not discovered a comparable kit.

Once the lab has been operating for six months or so, the staff should gather feedback from lab volunteers and community members about creating “maker tool” circulating kits that can be checked out by Woodland Library cardholders. These targeted kits typically include a few key tools along with an instructional book, such as the *-For Dummies* series and can be used to augment the lab’s most popular activities.

To assist with funding and ongoing maintenance of the lab, consider setting up a Makerspace Wish List on Amazon or simply post on the library web site. Be sure to be clear how and what kinds of list donations will be accepted, such as yarn, buttons, beads, small tools, and make sure guidelines are established. Fund raise for a specific individual item (such as a more expensive piece of equipment) through a crowd-funding site and pursue grants. Also consider selling low-cost simple supplies to users or charge fees for printing.

Description Key to Tools, Equipment, Hardware and Software

These tools and equipment support science, engineering, technology, the arts, and do-it-yourself activities. To better understand the selected list, the consultants have included brief descriptions of selected tools.

- **Hand Tools/Power Tools:** Used to support do-it-yourself activities, examples include hammers, scissors, pliers, saws, screwdrivers, garden forks, wrenches, heat gun, lathe, power drills, sanders, and wood router.
- **Electronics**: Supplies such as hand magnifier, soldering station with iron, multimeters, stainless steel rule, breadboards, jumper wires, and resistors.
- **Speciality Software**: Tools, books, accessories and software to support specific applications. For example, software to create a programmable robot arm.
- **Arts and Crafts Supplies**: Supplies to support building and creating, such as glue sticks, beading supplies, scissors, crochet hooks, yarn, jewelry making tools, paper, hole punch, rulers, and ribbon.

Computers and Technology

The Raspberry Pi is a low-cost, credit card-sized computer that plugs into a computer monitor or TV, and uses a standard keyboard and mouse. It is a capable little device that enables people of all ages to explore computing, and to learn how to program.

3D printing is the process of making solid three-dimensional objects from a digital file. They range from an affordable printer for beginning users to higher-end printers that can be used by the novice and expert alike.

Electronics and Coding

Arduino, an open source hardware and software company, sells a complete microcontroller pack that allows users to build a simple computer on a single integrated circuit with programmable input and output. Ardiuno's starter kits are used to prototype interactive electronic objects and learn coding for basic to complex projects. For basic coding and electronics, Arduino sells the Inventor's Kit.

CNC/Milling Machine: CNC stands for "computer numerical control. This means that a computer converts the design produced by Computer Aided Design software (CAD), into numbers. The numbers are like the coordinates of a graph; they control the movement of the cutter. In this way the computer controls the cutting and shaping of the material.

The Make: IT Deluxe Electronics Tool Kit: This series of tool packages offers everything for learning about key electronics components, their functions, voltage, amperage and resistance. Pack 1 sets include an intrusion alarm, holiday lights, wearable electronic jewelry, audio processors, reflex tester, combination lock and an autonomous robot cart that can sense its environment and avoid obstacles. Pack 2 features more complex electronics concepts, including analog/digital conversion, logic gates, and integrated circuits. Each tool kit includes Charles Platt's *Make: Electronics* book, both in print and digital form.

Inventions

- Extraordinaires Design Studio: Problem-solving game that teaches product design
- littleBits Modular Electronics: Bits snap together with magnets to invent electronics
- Squishy Circuits: Build electronic circuits
- Makey Makey: Turns everyday objects into touchpads and combine them with the internet
- Elenco Snap Circuits: Hands-on experience designing and building models of working electrical circuits
- Teknikio Kits: Kits that guide users through ways to craft and embed smart materials and electronic components in order to activate any environment

Arts and Creativity

Art

- 123D Sculpt + Software: Build 3D sculptures

- Wacom Intuos Art: Paint, design and create directly on your computer; replaces your mouse and turns your computer into a digital drawing canvas

Photography, Videography and Graphics Design

- Adobe Photoshop Elements & Premier 13 (software): Edit photographs and movies, make scrapbooks, web albums, photo books.
- Apple iMovie: Video-editing software application
- Windows Movie Maker: Video-editing software application
- Corel PHOTO-PAINT (software): Photo editing and graphic design; powerful image-editing software that lets users quickly and easily retouch photos and create stunning images.
- Final Cut Pro: Digital video-editing software
- Epson Perfection V600 Photo Scanner: The solution for converting 35mm and medium format slides, film, and prints into high-resolution digital files.
- Camcorder: A portable combined video camera and video recorder
- Video Converter. Developed to encode, or convert, digital video files from one format to another. Software in this category may convert video to and from AVI, WMV, MOV, and other major file formats.
- Lily Pro Camera: Self-flying camera drone

Music Recording and Production

Audacity: A free, easy-to-use,multi-track audio editor and recorder for multiple operating platforms. Users can use Audacity to:

- Record live audio
- Record computer playback
- Convert tapes and records into digital recordings or CDs
- Edit sound files
- Cut, copy, splice, or mix sounds together

Band in a Box: Create and play music with auto accompaniment software (PC)

GarageBand: A whole music creation studio for Apple iOS with a complete sound library that includes software instruments, presets for guitar and voice, and virtual session drummers.

Digital Storytelling

Digital storytelling uses video, audio, social media, blogging and other tools to convey ideas and information effectively. The emphasis is on empowering students to create authentic products that they can share with others beyond the classroom walls, allowing for audience interaction and feedback.

- iMovie for iOS: Video-editing software
- Storehouse: Free iPad app designed for creating and sharing visual stories
- Creative Book Builder: eBook generation tool
- Story Corps app: Free smartphone story telling app

Conclusion

It is overwhelmingly clear that Woodland citizens support a community learning lab at the public library. They view the lab as ideally situated, located downtown with access to public transit. They also supported the concept of free-standing space that can support different hours than the main library building. Flexible hours and ease of access are particularly essential to the age group identified as the target audience for the lab: youth between the ages of 12 and 18, many of whom are too young to drive.

Residents recognize that STEM (science, technology, engineering, and math) and the arts are not mutually exclusive, that they can in fact be explored in a cross-disciplinary way. The library is viewed as the optimal place to explore connections across different subjects since the library is unrestricted by the rigid curricula found in other academic settings. Programming can be tailored to what interests youth most.

"Build [the lab] in a way to help patrons tell the story of their own learning, and let the patrons help us tell the story of what libraries are doing in their communities." -Focus Group Participant

Attachments:

1. Recommended Tools and Equipment List with Costs
2. Recommended Resources
3. Annotated Bibliography
4. Contract with City
5. Community Process Questions
6. Summarization of Focus Groups
7. Summarization of Stakeholder Interviews
8. Online Survey Analysis
9. Photographs of Makerspaces

Recommended Tools and Equipment

	A	B	C	D	E	F	G	H	I
1		**Basic**			**Medium**			**Large**	
2									
3		Printrbot 3D Simple	$599.00		3D Printer (Lulzbot Mini)	$1,350.00		Ultimaker 2 3D printer	$2,499.00
4		Filament for 3D Printer	$200.00		Filament for 3D Printer	$300.00		Filament for 3D printer	$400.00
5		Ardiuno Kit	$64.99		Ardiuno Kit	$64.99		Ardiuno Kit	$64.99
6		Ultimate Arduino Microcontroller Pack	$149.99		Ultimate Arduino Microcontroller Pack	$149.99		Ultimate Arduino Microcontroller Pack	$149.99
7		Blacktooth Laser Cutter w/integrated computer	$2,100.00		Blacktooth Laser Cutter w/integrated computer	$2,100.00		Blacktooth Laser Cutter w/integrated computer	$2,100.00
8		Blue Chick CNC/Milling Machine	$1,895.00		Shotbot Desktop CNC/Milling Machine	$4,995.00		Shotbot Desktop CNC/Milling Machine	$4,995.00
9		Hand Tools/Power Tools	$1,000.00		Hand Tools/Power Tools	$1,500.00		Hand Tools/Power Tools	$2,000.00
10		Electronics	$1,000.00		Electronics	$1,500.00		Electronics	$2,000.00
11		All-in-One Desktop (3)	$1,500.00		All-in-One Desktop (4)	$2,000.00		All-in-One Desktop (6)	$3,000.00
12		Apple iPad Touch 16GB (1)	$222.00		Apple iPad Touch 16GB (3)	$666.00		Apple iPad Touch 16GB (6)	$1,332.00
13		Specialty Software	$500.00		Speciality Software	$1,000.00		Speciality Software	$1,500.00
14		Extraordinaires Design Studio (1)	$40.00		Extraordinaires Design Studio (2)	$80.00		Extraordinaires Design Studio (4)	$160.00
15		Inventor's Kit For Arduino	$100.00		Inventor's Kit For Arduino	$100.00		Inventor's Kit For Arduino	$100.00
16		littleBits Modular Electronics (kits, 2)	$300.00		littleBits Modular Electronics (kits, 3)	$400.00		littleBits Modular Electronics (kits, 6)	$800.00
17		Lego Sets (2)	$300.00		Lego Sets (3)	$450.00		Lego Sets (4)	$600.00
18		Make Electronics book & parts packs 1&2	$254.99		Make Electronics book & parts pack 1&2 (2)	$507.98		Make Electronics book & parts pack 1&2 (4)	$1,019.96
19		Singer Heavy Duty 4411 sewing machine	$133.00		Janome Magnolia 7318 Sewing Machine (1)	$250.00		Janome Magnolia 7318 Sewing Machine (2)	$500.00
20		Squishy Circuits Hardware Kit (1)	$25.00		Squishy Circuits Hardware Kit (5)	$121.25		Squishy Circuits Hardware Kit (10)	$235.00
21		CanaKit Raspberry Pi 2 Ultimate Starter Kit (2)	$260.00		CanaKit Raspberry Pi 2 Ultimate Starter Kit (4)	$520.00		CanaKit Raspberry Pi 2 Ultimate Starter Kit (6)	$780.00
22		Arts and Crafts Tools and Supplies	$250.00		Arts and Crafts Tools and Supplies	$500.00		Arts and Crafts Tools and Supplies	$750.00
23		Adobe Photoshop Elements & Premier 13	$150.00		Adobe Photoshop Elements & Premier 13 (2)	$300.00		Adobe Photoshop Elements & Premier 13 (2)	$300.00
24		Makey Makey Invention Kit (1)	$151.00		Makey Makey Invention Kit (3)	$453.00		Makey Makey Invention Kit (6)	$906.00
25		123D Sculpt + Software	$0.00		123D Sculpt + Software	$0.00		123D Sculpt + Software	$0.00
26		Laptops (3)	$1,500.00		Laptops (4)	$2,000.00		Laptops (6)	$3,000.00
27		Tool Cabinets (1)	$2,000.00		Tool Cabinets (2)	$4,000		Tool Cabinets (2)	$4,000
28		Storage containers (12 pack)	$40.00		Storage containers (24 pack)	$80.00		Storage containers (24 pack)	$80.00
29		Elenco Snap Circuits (2)	$250.00		Elenco Snap Circuits (3)	$375.00		Elenco Snap Circuits (6)	$750.00
30		Teknikio Kits (3)	$60.00		Teknikio Kits (6)	$120.00		Teknikio Kits (10)	$200.00
31		Work benches (economy, 3)	$400.00		Work benches (3)	$600.00		Work benches (mobile, 3)	$1,800.00
32		Wacom Intous Art Small	$99.95		Wacom Intous Art Medium	$199.95		Roland Vinyl Cutter GX-24	$2,000.00
33		Corel PaintShop Pro X8 Ultimate	$99.99		Corel PaintShop Pro X8 Ultimate (2)	$200.00		Wacom Intous Art Medium (2)	$400.00
34		Audacity	$0.00		Audacity	$0.00		Mbox 3 Mini Interface	$460.00
35		Band in a Box PRO 2015	$129.00		Band in a Box PRO 2015	$129.00		Audacity	$0.00
36		Apple iMovie	$15.00		Apple iMovie (2)	$30.00		Korg Monotron DUO and DELAY analog synthesizers	$100.00
37		Windows Movie Maker	$0.00		Windows Movie Maker	$0.00		Squire Bullet Strat Guitar	$200.00
38		Final Cut Pro	$299.99		Final Cut Pro	$299.99		Squire Bronco Bass Guitar	$249.99
39								Corel PaintShop Pro X8 Ultimate	$200.00
40								Band in a Box PRO 2015	$129.00
41								Windows Movie Maker	$0.00
42								Apple iMovie (4)	$120.00
43								Alexis Elevate 3 studio monitors	$199.99
44								Epson Perfection V600 Scanner	$230.00
45								Canon Vixia camcorder	$270.00
46								Elgato Video Converter	$120.00
47								M-Audio Oxygen 25 USB MIDI Keyboard	$129.99
48								Lily Pro Camera	$499.99
49								Final Cut Pro	$299.99
50									
51	Totals		$16,088.90			$27,342.15			$41,630.89
52									
53		Attachment 1							

ATTACHMENT #2

Recommended Resources

To assist with programming ideas, identify free or low-cost software, apps, websites and tools as well as service implementation plans, the consultants have identified the following resources as strong resources to utilize:

- ★ http://www.slj.com/2014/08/collection-development/mix-it-up/apps-more-for-makerspace s-mix-it-up/ From *School Library Journal*: Free or low-cost apps, websites, and tools that cover coding, filmmaking, tinkering and 3D printing. Highly recommended.
- ★ http://dclibrary.org/labsatdcpl The Labs at DC (District of Columbia) Public Library haveestablished guidelines for use, waiver forms, and for the use of co-located space in exchange for programming.
- ★ http://cpl.org/thelibrary/subjectscollections/techcentral/makerspace-2/ TechCentralMakerspace at Cleveland Public Library is a recommended resource for creating a web page to describe the library learning lab.
- ★ http://www.memphislibrary.org/cloud901/ Cloud901 Teen Lab at Memphis Public Library
- ★ https://tscpl.org/make-it-lab Topeka & Shawnee County Public Library Make-it Lab includes circulation policies for media bags
- ★ http://pikespeakmakerspace.org/ Pikes Peak Library District Library 21C establishes use policy, liability wavers, safety guidelines.
- ★ http://greatfallslibrary.org/userfiles/MakerSpace%20Wish%20List.pdf Great Falls Library's makerspace wish list.
- ★ http://renovatedlearning.com/ Diana Rendina, school and public librarian, memorializes the journey to creating a makerspace, complete with targeted wish lists for engineering, electronics, technology and robotics, DIY and crafts; logistics of scheduling; searchable programming database of maker projects. Highly recommended.
- ★ http://makered.org/ Maker Media is a nonprofit organization with many makerspace resources, including tools and equipment, space considerations.

One-stop resource for designing and implementing a makerspace. Highly recommended.

- http://makered.org/wp-content/uploads/2014/09/Makerspace-High-School-Makerspace-Tools-And-Materials-April-2012.pdf
- http://makered.org/wp-content/uploads/2014/09/Makerspace-in-a-box-2.0_FULL.pdf
- http://makered.org/wp-content/uploads/2014/09/Makerspace-Playbook-Feb-2013.pdf

★ http://www.imls.gov/assets/1/AssetManager/LearningLabsReport.pdf
The Institute of Museum and Library Services stresses the importance of transformative spaces for teens.

★ http://www.fflib.org/make/fab-lab Fayetteville Free Library's Fab Lab features a nice layout of information.

★ http://www.techsoup.org/

★ http://makezine.com/magazine/make-38-cameras-and-av/kids-makerspace/
*Kickstart a Kids' Makerspace*by James Floyd Kelly includes recommended tools, designing safe environments, logistical issues and more. Highly recommended.

★ http://makered.org/wp-content/uploads/2014/09/Makerspace-Playbook-Feb-2013.pdf Includes lists of consumables

★ http://csreports.aspeninstitute.org/documents/AspenLibrariesReport.pdf *Rising to the Challenge: Re-Envisioning Public Libraries*, Aspen Libraries.

★ http://www.ala.org/alsc/sites/ala.org.alsc/files/content/Read-Build-Play_Librarian-Toolkit. pdf *Read-Build-Play Librarian Toolkit* from the Association for Library Services to Children (ALSC) and the LEGO Foundation to promote future makers with LEGO building systems.

★ *The Makerspace Workbench: Tools, Techniques, and Techniques for Making* by Adam Kemp. Create a dynamic makerspace. Highly recommended.

★ *Making Makers: Kids, Tools, and the Future of Innovation* by AnnMarie Thomas.

★ *The Artist's Library: A Field Guide (Books in Action)* by Erinn Batykefer

- ★ http://doit-prod.s.uw.edu/doit/sites/default/files/atoms/files/Making_a_Makerspace_8_03_15.pdf University of Washington faculty and students with disabilities recently released new guidelines aimed at ensuring accessibility and universal design in makerspaces.
- ★ http://www.saclibrary.org/Services/3D-Printing-Lab/
- ★ http://www.saclibrary.org/About-Us/Policies/3D-Printer-Policy-and-Procedure...
- ★ https://www.edsurge.com/news/2015-08-26-a-guide-to-producing-student-digital-storytellers Step-by-step process to digital storytelling
- ★ http://midwesttechnologyimages.com/Docs/MSMTPKG_Makerspace.pdf
  No longer in production. A mobile storage cabinet with Makerspace Tool Kit, cabinet with tools and totes, $3,644.00. Verified by Midwest Technology Products.

Cathy Sanford & Chris Brown
sanford.cathy1@gmail.com
cmbrown@gmail.com

Makerspaces: An Annotated Bibliography

Cathy Sanford and Chris Brown

Summary

Sanford and Brown prepared the following annotated bibliography for the Woodland Public Library to provide a summary and assessment of current research and literature regarding makerspaces. The document will aid Woodland Public Library staff involved in implementing and sustaining the library's proposed makerspace, providing insights into the purpose and core principles behind makerspaces, practical concerns, and how makerspaces have been put to use by the library field. The authors reviewed university and public library databases for a national perspective on the topic, and wrote this assessment to both reflect the overall makerspace movement and issues specifically relevant to the Woodland Public Library.

Abram, S. (2013). Makerspaces in libraries, education, and beyond. *Internet at Schools*, 18-20.

This end of this article contains a brief description of and link to a valuable document on the development of learning outcomes for makerspaces by Aaron Vanderwerf of the Lighthouse Community Charter School in Oakland, California. Vanderwerf's guide, intended for both teachers and library staff, illustrates how to facilitate and track learning outcomes on independent makerspace projects, detailing the five stages of an independent project. It also includes a post-project assessment tool. Once the makerspace has been established, this tool will be very useful for analyzing the learning outcomes of makers and project partners.

Balas, J. L. (2012). Do makerspaces add value to libraries? *Computers in Libraries, 32*(9), 33.

Author Janet Balas argues that makerspaces emphasize the role of the library as workspace for the public, and also demonstrate how the nature of that work has changed. The public no longer turns to the library solely for research material. Work now includes multimedia, design, craft, and D-I-Y projects. The article includes a concise definition of maker faires as events that celebrate these different creative pursuits. Maker faires were introduced by *Make* magazine, which continues to help produce "Mini Maker Faires" at a local level. Reading this article will help staff see the potential for producing or partnering on a themed maker faire. Makerspaces actively encourage library members to put their research into practice.

Bowler, L. (2014). Creativity through "Maker" experiences and design thinking in the education of librarians. *Knowledge Quest, 42* (5), 59-61.

Leann Bowler argues that makerspaces foster the development of skill-sets needed for the 21st-century workforce: creativity, innovation, transmedia navigation, visual literacy, and computational thinking. She notes that the Institute of Museum and Library Services emphasized the need to cultivate these specific skills in its 2009 report on the future of museums and libraries.

Brady, T., Salas, C., Nuriddin, A., Rodgers, W., & Subramaniam, M. (2015). MakeAbility: Creating accessible makerspace events in a public library. *Public Library Quarterly, 33*, 330-347.

The authors offer a thorough literature review of library-hosted makerspace events. Citing Travis Good, the founder of Nova Labs, they describe the three key factors needed for a successful makerspace: building partnerships, making the library the center for learning and technology, and resourcefulness. The authors also provide an overview of makerspace history, explaining that the maker movement grew out of D-I-Y culture in general and from Bay-area Maker Faires specifically. They define a makerspace as a place where people come together to create and share resources, knowledge, and tools – although, as the authors note, many makerspaces stock complex tools that can exclude those with a disability. Library staff should ensure that their makerspace is accessible as possible. Not only should tools be selected carefully, but the space should also be designed with standard aisle widths and workstation heights. A library should involve disability groups and educators in the design and planning of makerspace programs.

Colegrove, T. (2013). Editorial board thoughts: Libraries as Makerspace? *Information Technology and Libraries, March*, 2-5.

The author includes a critical passage from the O'Reilly/DARPA Makerspace Playbook, which offers a foundational overview of the goals and concepts that undergird makerspaces:

"By helping schools and communities everywhere establish Makerspaces, we expect to build your Makerspace users' literacy in design, science, technology, engineering, art, and math.... We see making as a gateway to deeper engagement in science and engineering but also art and design. Makerspaces share some aspects of the shop class, home economics class, the art studio and science lab. In effect, a Makerspace is a physical mashup of these different places that allows projects to integrate these different kinds of skills."

There is no better explanation of the potential benefits of makerspace. Staff can cite this passage to help community stakeholders understand the value of makerspaces, especially when bolstered with additional information how makerspaces facilitate the development of 21st-century skill sets.

As a bonus, the article includes a great takeaway idea: whiteboard paint walls.

Dixon, N., & Ward, M. (2014). The maker movement and the Louisville Free Public Library. *Reference & User Services Quarterly, 54* (1), 17-19.

The article represents a strong overview of potential public library programs, models, and resources for youth and adult makerspaces. such as LVL1 Hackerspace, a 501c(3) with richly diverse ideas for adult maker programs. Specific program ideas include photography and image manipulation, filmmaking, video game creation, 3D modeling and printing, microcontroller kits, Arduono kits, and coding events. In fact, the article includes links to free resources. including Codeacademy, CodePen, GitHub, and Khan Academy (for coding); Autodesk 123D, Blender, MeshMixer, OpenSCAD, ReplicatorG, Sketchup, Tinkercad, and Wings 3D (for 3D modeling and printing); Game Salad, PyGame, Scratch, and Sploder (for games); and MakerEd and DIY.org for general making. Authors recommend building programs around themes such as cooking, crafts, machine tools, and software. Additionally, the authors recommend a wheel-out makerspace, which results in a more flexible space and enables the library to bring the tools outside its walls. Given the agricultural presence in Woodland, a kit that can actually go out into farms for hands-on learning has great potential.

Editors. (2013, February 6). Manufacturing makerspaces. *American Libraries*. Retrieved from http://americanlibrariesmagazine.org/2013/02/06/manufacturing-makerspaces/

The magazine's editing staff recommends that a library's program staff partners with program presenters to supply a steady and ongoing presenter pool. The article specifically cites TekVenture, which offers ongoing programs on basic robot assembly, circuit bending, and welding. A potential model here is to utilize focus groups and the informant interview process to identify potential presenters.

Fluit-Canino, A. (2014). School library makerspaces: Making it up as I go. *Teacher Librarian, 41* (5).

This article explores the factors that need to be in place for a successful makerspace club, including mentors, a specific targeted age group, designated space, makerspace material, and makerspace tools. The author recommends that library staff carefully considers the size of projects. Will they be single events or maker-themed months?

A great takeaway idea: use parent permission forms to estimate the probable number of attendees.

Kemp, A. (2013). The Makerspace Workbench: Tools, Technologies, and Techniques for Making. Maker Media, Inc. Kindle file.

Kurti, S. (2015). Makerspace blast off! *Teacher Librarian, 42* (3), 54-55.

Dr. Steve Kurti promotes the use of videos to introduce students to the concepts behind makerspace challenges. He explains that the videos inspire makers while grounding them in the basic ideas behind an activity or challenge. Videos heighten confidence and comfort level necessary to try the concept one's own.

Takeaway idea: employ digital signage to introduce a new program, activity, video, or upcoming event.

Kurti, S., Kurti, D. L., & Fleming, L. (2014). The philosophy of educational makerspaces. *Teacher Librarian, 41* (5), 8-11.

This article explores the philosophical background of the maker movement, making it a pivotal resource in understanding the value of makerspaces. The authors explain that the maker movement emerged from constructionism, the philosophy of hands-on education through building – a learning process that is highly personal and requires initiative. Makerspaces are resources that nurture this kind of process initiative.

The authors emphasize on the need to create an inspiring overall environment – it is not just about investing in expensive technology. They recommend careful consideration of overall guiding principles of the space, "the feel of the space," and the presence of spacemarkers, pointing out that inquiry-based learning depends the appeal of environment. Chris, how is this supposed to read? Deepens the appeal of environment or depends upon the appeal of environment? Authors recommend the display of objects that inspire curiosity: "How does that work?" "What does it do?" Most of the objects on display should be generated by students / participants themselves, and represent unique solutions to makerspace challenges. Show-and-tell showcases are another way to highlight and celebrate maker ingenuity. When it comes to the staff or volunteers who manage the makerspace, authors believe they should be resourceful, failure tolerant, and collaborative; they also should answer questions with their own questions, since the goal of a makerspace is to posit makers as experts and peer mentors.

On a practical level, the authors mention traditional makerspace tools like 3D printing but also recommend the inclusion of mobile apps.

Kurti, R. S., Kurti, D., Flemming, L. (2014). Practical implementation of an educational makerspace: Part 3 of making an educational makerspace. *Teacher Librarian,* 42 (2), 20-24.

The authors offer practical insights into the process of setting up a makerspace, especially since they focus on principle-based practice. The authors promote the?? everyone has the ability to invent, tinker, create, and innovate and recommend that a library should design the space around the interests, capabilities, and aspirations of the library members – and they believe that focus groups will help pinpoint these three driving factors.

The authors also cover the stages of a good maker project. First, start with an idea, then observe and plan. Next, jump into trying things out, and tinker until the invention is effective.

The authors offer their own experiences as point of reference. Their makerspace was built from scratch. It started with a simple space where beginning students could learn from one another and enjoy unscripted tinkering. The authors observed this freeform activity for a whole month, using what they had observed to plan programs, engaging the students in the planning process. With the students fully invested in the space, the authors then allowed them to "level up" to immediate tools. This experience showed the authors that makers need to have autonomy. At the same time, the makers need an effective model to learn how to interact with the tools. Authors recommend ? adding new tools or resources every four months to ensure ongoing relevance.

A few specific ideas from this article:

- Staff should review school curriculum and school programs to discover ways in which makerspace programs might be compatible.
- Install digital screens that feature rotating videos to inspire makers.
- Program ideas include stop-motion animation, computer programming or hacking, and Arduino robot kids.

Loertscher, D. V. (2012). Make spaces and the learning commons. *Teacher Librarian, 39* (6), 45-46.

The author repeats information found in most makerspace literature, but does make a notable point about California teachers trying to implement makerspace tools – a good reminder that Woodland Public Library staff planning the makerspace should be in communication with local teachers. The article also reports on Techbidge, a kick-off event for a local makerspace attended by elected officials. A library could look to this event as a model for a ribbon-cutting ceremony. For example, the Techbridge event featured a panel of speakers who discussed how maker activity connects to STEM curriculum (see video). Paul Heckman of UC Davis, was featured on the panel, a potential lead for Woodland Library. Heckman might be a good resource for an interview or brainstorm session.

Finally, the article includes good resources, including: How Toons, a video series offering comic instruction on a wide range of projects (e.g., how to make a camera obscura or kaleidoscope) and Chicago Public Library Maker Lab.

Loertscher, D. V., Preddy, L., & Derry, B. (2013). Makerspaces in the school library learning commons and the uTEC maker model. *Teacher Librarian, 41* (2), 48-51.

This article provides a useful definition of a makerspace as a destination for thinking, learning, doing, creating, producing, and sharing. Additionally the authors cite a TED Talk video featuring an inspiring young Maasai inventor from Kenya.

Nelson, N. (2015). 'Maker Space' allows kids to innovate, learn in the hospital. NPR. Retrieved from http://www.npr.org/blogs/alltechconsidered/2015/01/28/382176898/-maker-space-allows-kids-to-innovate-learn-in-the-hospital

This NPR piece provides a poignant demonstration of how makerspaces enable youth to take part in the global maker movement. The segment introduces listeners to children and teens in a cancer treatment facility with a pilot makerspace cart. The young patients apply science and technology concepts in developing their own inventive tools. The creative outlet helps make their hospital stay a little more tolerable, while giving them access to educational resources they are missing while absent from school. Woodland's proposed makerspace has potential to be highly valuable to homeschooled students who might not have access to the kinds of technology resources available in school.

Plemmons, A. (2014). Building a culture of creation. *Teacher Librarian, 41* (5), 12-16.

Andy Plemmons argues that makerspaces shift the library from a space of information access to a space for actual creation. The article includes an inventory of recommended tech tools for the establishment of makerspace, including both the obvious (a 3D printer) and such lesserknown resources as Lego Mindstorms robots kits and Lego WeDo. The Lego resources allow students to build and control their own robots, as well as construct models complete with curriculum resources. Additional recommended tech resources include SketchUp, software for creating 3D models, and Scratch for introductory and fun code programs. Plemmons also recommends that a library partner with local publicity resources and television channels to document and promote makerspace use. Staff should consult this article when planning Lego programs.

Thomas, A. (2014). Making Makers: Kids, Tools, and the Future of Innovation. Maker Media, Inc. Kindle File.

Through stories, research and data, this book explains why it is crucial to encourage today's youth to be makers, to raise children who are creative, lifelong learners. The author espouses that children must be allowed to explore their interests and the world around them; parents should take the roles of supporters and facilitators, rather than trying to be the experts in everything our kids are interested in.

ATTACHMENT #5

COMMUNITY PROCESS QUESTIONS

1. How might a library learning lab support the City of Woodland and its residents?
2. What activities/ideas would make a learning space interesting to you?
   - 3-D printing and software
   - Art and music activities (e.g., audio & video creation, stage performance, multimedia software)
   - Learning computer skills
   - Demonstration areas (e.g., for cooking, gardening, instruction)
   - Arts and crafts (e.g., sewing, jewelry making, knitting)
   - Robotics, technology creation and programming, game design

   Other (please specify):
3. What three activities/ideas would you recommend as priorities to the library?
   - Your first:
   - Your second:
   - Your third:
4. What age range would you think a Makerspace would appeal to?
   - Elementary
   - Middle school
   - High school
   - College
   - Adults
   - Older Adults (50+)
5. Would a learning lab/Makerspace increase your number of visits to the library?
   - Yes
   - No
6. Additional comments?

Cathy E. Sanford
163 Moraga Way
Orinda, California 94563
925-917-8792
sanford.cathy1@gmail.com

To the City of Woodland, California, regarding library consulting services rendered on behalf of the Woodland Public Library to engage in a community process and facilitation of stakeholders regarding community learning labs, commonly referred to as makerspaces, that promote technology-based and mentor-led learning environments. The consultant will research technology ideas for a Makerspace; present the Makerspace ideas to the public for input and support; be available to attend a City Council meeting to present and/or support the ideas. Finished products will be provided electronically in the original software format at the conclusion of the respective phases of work; complex documents that utilize more than one type of software shall also be provided in a common format, such as Adobe Acrobat.

Consultant agrees to perform the following services:

Present the Makerspace concept to the public for input, feedback and support, introducing them to community learning labs and providing examples of other library Makerspaces, with tasks to include:

- Conducting a minimum of five (5) focus groups;
- Interviewing a minimum of fifteen (15) community stakeholders with uniform, pre-selected questions;
- Interviewing library staff;
- Interviewing Library Board;
- Providing a written summary of findings and conclusions to the Library and the City of Woodland, including a written overview of community learning labs and mentor-led environment.

Time Frame: January to March 2015
Estimated Number of Hours: 60 hours x $125/hour
Cost: $7,500

Research technology ideas for a proposed community learning lab, with tasks to include:

- Researching and reviewing current library trends in the use of Makerspaces both statewide and nationally;
- Researching technology ideas for a Makerspace, using the most current research;
- Reviewing City's goals, plans, and current research into community needs and determine how a community learning lab meets and addresses the needs of the citizenry;
- Presenting, if requested, the Makerspace concept to the City Council in a public meeting and presenting any findings;
- Providing a final written report of the research and available technology with estimated costs, summary of community input, and recommendations made in conjunction with the Library Director.

Time Frame: April to July 2015
Estimated Number of Hours: 60 hours x $125/hour
Cost: $7,500

Optional Tasks

1. Provide input and assistance for grants or other library funding, where requested and appropriate;
2. Conduct additional focus groups and stakeholder interviews;
3. Be available for presentations to community groups as requested.

Client agrees to provide the following assistance:

1. Identify focus groups and community stakeholders:
2. Schedule the focus groups and community stakeholders' meetings and determine if stakeholders prefer telephone or in-person interviews;
3. Provide community needs assessment questions;
4. Provide access to existing goals, plans and current research into community needs.

Consultant will provide up to 120 hours of work at the hourly rate of $125 for a total of $15,000 to include travel and mileage, with invoices to be sent monthly and payable upon receipt. Optional tasks should not exceed an additional $5,000 for up to 40 hours of work at the above stated hourly rate. Consultant will begin work upon approval of the contract. The contract should cover January 2015 through September 2015 (although it is likely that the work will be completed prior to September 2015) to allow for any slippages in the proposed schedule or to accommodate any additional work from the consultant.

Consultant Costs =	$15,000
Optional Costs =	$5,000
Contract Total =	$20,000

Attachment #6

Highlights/Comments/Observations from Five Focus Groups

Question 1: How might a library learning lab support the City of Woodland and its residents?

Question 2: What activities would you like to see in the Woodland Public Library's learning lab?

Question 3: What age groups should the library target?

May 20, 2015

<u>Group One: Library Staff, 15 members present</u>

Q1: A resource accessible for all;

Provide lifelong learning; keep people engaged;

Increase employability, especially learning hands-on-skills;

Improve interpersonal and social skills;

Expose, explore, and learn new technologies;

Ability to innovate;

Promote intergenerational learning and interaction;

Empowerment and receive help without judgement as to success or failure.

Q2: Access to computers

Quilting

Crafts

Lifelong learning

Recording equipment

Robotics

Pottery

Cooking

Photography

Woodshop

3-D printing

Q3: Place One: Young adults, specified as middle school and high school students, ages 12-18;

Place Two: Older adults, specified as ages 50 and over;

Place Three: Adults

Did not recommend elementary age children or younger, citing the tremendous programming at the library and at schools.

May 20, 2015

Group Two: Board of Trustees and President of the Friends of the Library, 4 members present

Q1: Focus on unique diversity of community;

Open, welcoming, dynamic;

Share skills through mentoring and teaching;

Incorporate literacy of all types;

Ensure flexibility and the ability to upgrade outdated equipment;

Ensure aesthetically pleasant;

Recommend lockers to store projects;

Representative of all socioeconomic levels, multicultural communities (mentioned Latino, Pakistani);

Community volunteer opportunities – e.g., "check out" a person;

Support needs of vocational-technical schools;

Attract new library users;

Positive usage of library space;

Generate excitement;

Generate programming, promote as a community idea space;

Promote intergenerational learning and teaching;

Culturally inclusive;

Time-tested;

Utilize technology that is sustainable;

Learning activities, a beehive of energy, synergetic;

Accepting, healthy, growing, and organic;

Help people in determining career choices, exposure to types of careers;

Motivate, challenge, move beyond comfort zone;

Learn to do things;

"Intelligence is the result of experience"

Q2: 3-D printing;

Learn to play music instruments;

Play productions;

Practical skills to increase employability;

Life skills;

Cooking;

Robotics;

Art appreciation;

Jewelry;

Gardening;

Science;

Oral history;

Music;

Book making;

Glass blowing.

Q3: Place One: Ages 12 and up

Mentioned: Elementary age, all ages, teens/young adults, adults

May 20, 2015

Group Three: Library Teen Advisory Group (TAG), 7 members present

Q1: Getting more kids involved;

Support for library;

Exploration, experimentation;

Lead to career paths;

Group study and projects;

Promote independence, provide space;

Place for dreaming; comfortable environment;

Welcoming to teens, a place to spend time;

Community feeling, a sense of belonging;

"Buzzing";

Surround sound;

Radio playing;

Zen garden;

Open, accepting, not stuffy.

Q2: Art;

Singing;

Drawing, design;

Mini-hoops basketball;

Comfortable chairs and areas to talk;

Jewelry making;

Reading;

Presentations;

Real world lessons, e.g. how to prepare taxes;

Computers;

Laptops, Wi-Fi, iPod for music, security software to protect younger patrons;

Independent work areas;

Organized – not messy;

Hang out area, low chairs, and bean bags;

Private area (described as hideaway), books, pillows, loft;

Sewing machines, hand sewing;

Vending machine;

Hobbies (described as expanding their views);

Games; specifically cited Just Dance and Heads Up;

Comic books;

Building stuff (being creative), like birdhouses;

Make and design your own books;

Competitions between fandom (communities that surround a TV show/movie/book etc.);

Cosplay (is a performance art in which participants called cosplayers wear costumes and fashion accessories to represent a specific character from comics, books, live action films, video games);

Play production and performance;

Karaoke;

Dancing;

Homework;

Color printer;

3-D printing;

Robotics;

Engineering;

Movie nights.

Q3: Responses reflected their own age group, with a maximum age of 18 and a minimum age of 7.

Most frequently mentioned age range: 12-18.

One member encouraged library to not leave out the elementary age.

One member recommended one day specifically for 6-11 years.

June 2 and June 10, 2015- led by Teen Services Librarian, Rhea Fabricante

Group Four: 6th grade leadership camp and Teen Pac, teens involved in the summer rec program (25 kids ages 13-17)

Q1: It could be a place where people can do STUFF they can't do at their home

It will make them and me inspired to do something I and they couldn't do

It could be a place where people could get away from their problems

Learn new things, meet new people, and share ideas

It would help me and the community by teaching people robotics and art

If a parent says no to a video game, they can come here and while they are waiting can check out a book instead

It can help kids by making them come to the library

The makerspace could help because you can go and share ideas and keep your electronics charged

I think it would help people and kids find what they are good at

Could help you unwind and have fun

Making kids happy and stuff

To help the earth

Kids could have TONS of fun during the weekend

The makerspace will help the community by sharing ideas and making new things

Q2: Art studio and place teens can relax

Build sports collection with kendamas

Nature exhibit

Paint ball

Laser tag, video games

Art museum

Build a science lab with a petting zoo

A room to play video games

Learn to play kendama

Make robots

The kind of activity that I would want in the room is singing

How to make cotton candy and play kendama

How to reuse and recycle things, how to save the earth

Indoor rock climbing

How to garden

Lounge - with reading, games, movies, parties, music, and art

Space for drawing, painting, pottery, and helping find what you are good at

I think it should be a place to design your own super hero or villain, people would learn art, design or make tiny robotic figures

I would like to learn science, technology, physics, everything

I would like to have the corners filled with rockets and on the inside they taught you how to build rockets

Lego building, foam pit

Q3: All ages, answers are primarily teen to young adults

June 22, 2015- Led by Greta Galindo, Library Director and Abigail Craig, Children's Librarian

Group Five: Public Meeting, 3 people present (3 women)

Q1: No teen center, important to fill the gap (they need a space to keep them off the street)

Art and craft space would benefit the community

Build skills (sewing and fashion design) over time

Build connections between age groups, older people teaching/helping younger people

Creativity building

Traditional crafts (moving away from watching screens)

Focus on areas decreasing in schools (music, arts, and craft) that we can add back in

Be a school resource, class visits

Fill gaps in the community

Kids have ownership over it, sense of belonging

Q2: Sewing, quilting, fashion design

3-d printing

Music production technology

Lego learning from building to coding robots

Art/crafts-art beast model

Music classes

Volunteers get extra time in the space

Needs to look cool

Graphic design/Photoshop/media

Café/food

Q3: Things that can cross age ranges (build skills over time)

Teens/tweens

Programs during the day for little kids

Create safe space for kids/cool (few or no adults)

After hours for adults

Not always mixing ages all the time so groups can feel ownership

Some felt it should be no adult programming, have it strictly for youth

June 23, 2015- Led by Greta Galindo and Rhea Fabricante

Group Six: Public Meeting, 5 people present (2 women, 2 men, 1 young adult (female))

Q1: Impact the social economics of Woodland, brilliant opportunity for kids to have access, kids given access can express their brilliance and creativity *access to technologies not available at home

Create a non-graded, non-evaluative space

Apprenticing possibilities to create a connection between students and older people

Access to things outside their normal scope

More technology and support, providing classes and trainings

Place for community connections

Develop skill sets

Place to do and access resources

Q2: Anything hands on, not limiting to technology

Clay-mation videos

Arts

Painting

Music, learning, recording, editing, producing

Video making

Drawing

Arts exposure

Fiber arts

Design

Lap-top check out

Green-screen technology

Demonstration space

Recording studio

Laser cutter

Arts and sciences paired with technology

3D printer

Q3: This group was on consensus for middle school exposure and creating an intergenerational workspace, with adults mentoring

July 11, 2015

Group Seven: Public Meeting, 7 people present (5 men, 2 women)

Q1: Hours should vary from library open hours;

Teen centric with focus on technology;

Serve as resource for junior college students;

Teens are micro consumers, not necessarily micro producers;

Place to gain technology literacy;

Place to gain hands on facility of new skills;

Place to develop skills needed by employers;

Place for youth;

Offer mentorships;

It would expand the reach of the library, make it more relevant to more people, and ensure the future of the library as an institution;

Place to get hands dirty;

Promote hand-brain connection;

Provide additional computers;

Inspire a culture of creation and problem-solving through doing;

Entrepreneurship opportunities;

Rapid prototyping;

Give kids and adults tools to share their own future;

Provide access to equipment and training to allow all citizens to pursue artistic/technical interests;

Show what is "possible", which will lead others to further explore and MAKE;

Provide opportunities for children and adults that they would not have otherwise;

Access to materials, knowledge and experiences for free, to gain employment or start businesses;

Gain work experience to enhance resume;

Supplement schools;

Brainstorming;

Provide technology to more people;

Safe learning area;

Job training;

Youth support, supplementing work of schools.

Q2: Additional computers;

Computer mentors and docents (mentioned several times);

Laser engraving;

Laser cutting;

Cutter for use with robotics program;

Fundraising (programs to promote);

Youth type graphic arts;

Fashion arts;

Learn another language, with facilitator;

3D printing;

Circuit board;

Kids make their own gadgets;

Lili Pro;

Arduino;

Stop motion photography;

Drones to see Woodland;

Astronomy;

Raspberry Pi;

Woodshop;

Book repair station and locked cabinet

Art studio;

Podcasting and audio production (mentioned twice);

Media;

Printmaking;

Sewing;

Bookmaking;

Photoshop;

Woodworking tools;

Foldable tables for quilt making;

Hand and electric tools;

LEGO Mindstorms;

Podcasting, audio production;

Drone flight;

Soldering/electrical stations;

Shopbot CNC tools and resources (routers, mill);

Game development, both analog and digital (e.g., Unity 3D game development software);

Brickfilm (stop-motion animation);

Shopbot & CNC Router;

Technology class instruction;

Green screen/video production;

Design and assembly of circuit boards;

Electronic testing and building;

3D drafting;

CAD-CAM;

Robotics;

Recording studio;

Tutors;

Learning another language;

Games;

Graphic arts;

Creating/producing short stories and plays;

Sound proof room.

Q3: Older teens;

Youth (disaster if not for kids);

Middle schoolers;

Different hours for different ages;

To be used by people who are interested;

Teenagers 13-18, old enough to use the facilities responsibly and respectfully;

All age groups, but primarily high school & up;

All ages but scheduled by different age groups;

Youth for sure, teens and college aged.

July 22, 2015

Group Eight: Public Meeting, 11 people present (mixture of teens, men, and women)

Q1: It would help the community by allowing them to learn technology that they may not be able to afford and learn new job skills to succeed in life;

Increase high-tech knowledge and experience of community members, especially teens;

Give people access to tools they wouldn't otherwise have;

Learn skills to get better jobs;

Creative hang-out space for teens;

Makes the library seem "cool" again;

Intergenerational opportunities;

Access to experienced tech community;

Seniors and families with limited income could use help to afford and use advanced technologies;

Space to create innovative ideas that would enhance the community;

Opportunity to showcase the talent of the inhabitants, both individually and communally;

Knowledge opportunity for teens that supports the community well-being of Woodland;

Beneficial for students;

Promote library;

Further educate children and adults especially with regard to communication and education of cutting edge technology, i.e. equipment;

Beneficial for community;

Promote library as a “go-to” spot, a gathering place and useful to more people;

Encourage creativity;

Keep youth involved in positive activity;

Encourage people to be more actively involved rather than passively watching TV;

Attract more educated and enterprising people as residents;

Encourage creativity in a world where computers do everything for us, by combining technology with creating things; embrace technology to do things we never could before;

People can learn and use real world, new technical skills;

Connect with other people over shared interests (intergenerational).

Q2: Arts and crafts;

How to create web sites;

3D printers;

Knitting;

Gardening skills;

Cooking classes;

Cake baking and decoration;

Photography;

Photoshop;

Sewing to make clothes and costumes;

Jewelry making;

LEGOs/LEGO robotics/LEGO Mindstorms;

Build and repair computers (donate, where appropriate to community-based organizations;

3D printing;

Circuit board modeling/prototyping;

Soldering;

Arduino;

Raspberry Pi;

High-resolution imaging, imaging, scanning, video, 3D imaging;

Video-editing, e.g., Final Cut Pro;

Wedding planning;

Engraving;

Laser cutter;

Home brewing;

Open source software and community contributions;

Embroidery machine;

Visual and creative arts – video, plays, music, sculpture, painting with all medias;

Computers;

Book making;

Sound equipment and videotaping, making movies;

Coding;

Art;

Puppetry;

Animation;

Film production;

Present educational movies;

Projectors for Power Point presentations;

Binoculars for birding; bird identification skills and song calls;

Laminated maps of Woodland and regional hiking areas, USGS maps;

Gardening equipment;

Bicycle repair tools;

Use of unique kitchen tools, accessories and gadgets;

Class and individual instruction on technologies, e.g. mobile devices, mobile phones, computers, 3D printers;

Drone War!;

Spot welding;

Engraving;

Soldering irons;

Computers and computer software, e.g. http://learnscratch.org, http://appinventor.org, http://codecademy.org;

Laser engraving/cutting (Epilog);

CNC (computer numerical control) router;

Circuit board;

Drones/cameras;

Android tablets with App Inventor.

Q3: I think all age groups should be able to use it; if just one age group, pre-teens and teens;

Priority in order: 18-25 years; 45-55 years; 14-19 years; 70-90 years;

All age groups should be represented but would specify teens as priority;

All age groups should be represented but would specify upper elementary students and teens as priority;

Priority to teen/youth ages 12-21 and for residents aged 45-55;

All age groups;

All ages with priority to persons most interested and willing to be involved regardless of age;

All ages but priority is seniors, many of which have limited experience and knowledge of the many new technologies that now exist;

All ages should be represented but would specify ages 11-26 as priority;

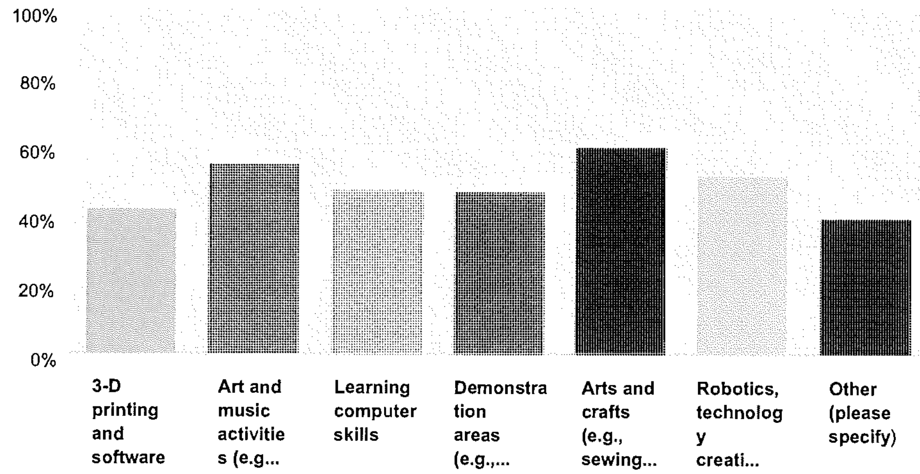
All to be truly intergenerational but would specify ages 18-25 as priority.

Q1 How might a library learning lab support the City of Woodland and its residents?

Answered: 122 Skipped: 76

Q2 What activities/ideas would make a learning space interesting to you?

Answered: 162 Skipped: 36



Answer Choices	Responses	
3-D printing and software	41.98%	68
Art and music activities (e.g., audio & video creation, stage performance, multimedia software)	54.94%	89
Learning computer skills	47.53%	77
Demonstration areas (e.g., for cooking, gardening, instruction)	46.91%	76
Arts and crafts (e.g., sewing, jewelry making, knitting)	59.88%	97
Robotics, technology creation and programming, game design	51.85%	84
Other (please specify)	39.51%	64
Total Respondents: 162		

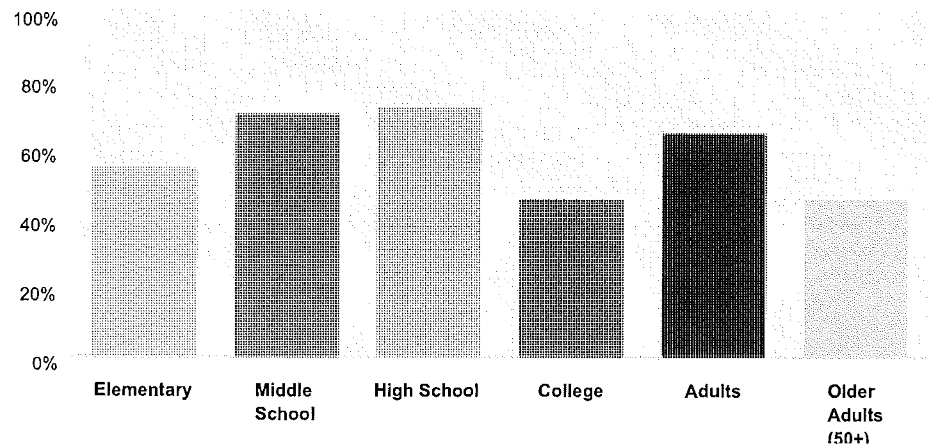
Q3 What three activities/ideas would you recommend as priorities to the library?

Answered: 98 Skipped: 100

Answer Choices	Responses	
Your first:	100.00%	98
Your second:	95.92%	94
Your third:	87.76%	86

Q4 What age range would you think a Makerspace would appeal to?

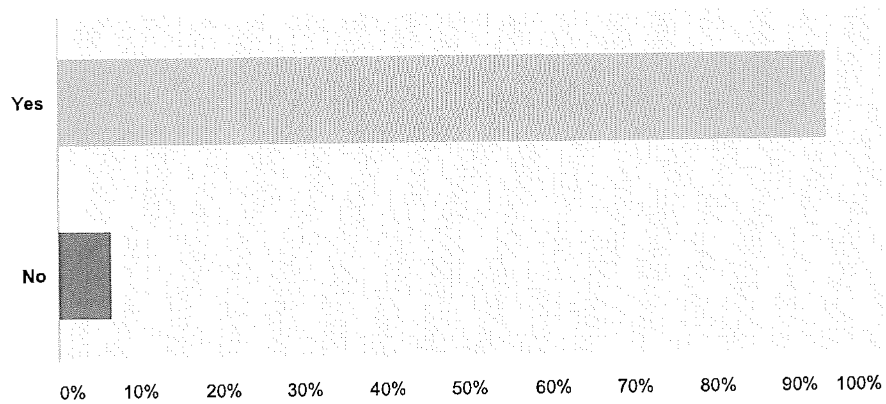
Answered: 145 Skipped: 53



Answer Choices	Responses	
Elementary	55.17%	80
Middle School	70.34%	102
High School	72.41%	105
College	46.21%	67
Adults	64.83%	94
Older Adults (50+)	46.21%	67
Total Respondents: 145		

Q5 Would a learning lab/Makerspace increase your number of visits to the library?

Answered: 140 Skipped: 58



Answer Choices	Responses	
Yes	93.57%	131
No	6.43%	9
Total		140

Q6 Additional comments?

Answered: 104 Skipped: 94

Q1 How might a library learning lab support the City of Woodland and its residents?

Answered: 122 Skipped: 76

#	Responses	Date
1	Promote employment It will help create jobs by giving people skills.	9/29/2015 2:33 PM
2	Lifelong learning It will help parents gain more education. Parents are their children's role model.	9/29/2015 2:32 PM
3	Safe place It will help keep our children out of the streets.	9/29/2015 2:31 PM
4	Multigenerational learnin The maker-space will help the community by sharing ideas and making new things.	9/29/2015 2:23 PM
5	Free access to technology It could be a place where people can do STUFF they can't do at their home.	9/29/2015 2:22 PM
6	Other They would have raffles for free bikes!	9/29/2015 2:21 PM
7	Creativity It will make them and me inspired to do something I and they couldn't do.	9/29/2015 2:20 PM
8	Other It could be a place where people could get away from their problems.	9/29/2015 2:19 PM
9	Lifelong learning Learn new things, meet new people, share ideas.	9/29/2015 2:18 PM
10	High-Tech Other Support arts and music It would help me and the community by teaching people robotics and art.	9/29/2015 2:17 PM
11	Other It a parent says no to a video game they can come here and while they are waiting they can check out a book instead	9/29/2015 2:02 PM
12	Creativity Support arts and music Crafting space	9/29/2015 2:02 PM
13	Lifelong learning It can help kids by making them come to the library	9/29/2015 2:00 PM
14	Creativity Free access to technology The maker-space could help because you can go and share ideas and keep their electronics charged.	9/29/2015 1:59 PM
15	Promote employment I think it would help people and kids find what they are good at.	9/29/2015 1:57 PM
16	Free access to technology By saving money	9/29/2015 1:56 PM
17	Creativity Could help you unwind and have fun	9/29/2015 1:56 PM
18	Other By talling people to be you.	9/29/2015 1:55 PM
19	Lifelong learning To help the earth	9/29/2015 1:53 PM
20	Creativity Making kids happy and stuff.	9/29/2015 1:53 PM
21	Lifelong learning Support arts and music Art work space, reading, quiet game room.	9/29/2015 1:52 PM
22	Other It would help you on Kendama skills.	9/29/2015 1:51 PM
23	Creativity Support arts and music Get better at singing.	9/29/2015 1:48 PM
24	Other It is a very popular and fun game to play. Fun for all.	9/29/2015 1:47 PM
25	Other It would help me and the community by letting the community.	9/29/2015 1:46 PM
26	Safe place Kids could have tons of fun during the weeken	9/29/2015 1:45 PM
27	Lifelong learning To collect stuff.	9/29/2015 1:44 PM
28	Creativity Multigenerational learnin Safe place Support arts and music Tweens and teens No teen center--important to fill gap. They need a space that keeps them off the street; start even younger. Build skills (sewing--fashion design) over time--diverse age focus. Art and craft space would benefit community. Build connections between age groups--older people teaching/helping younger. Creativity building. Traditional crafts--moving away from watching screens. Focus on areas decreasing or missing in schools (music, craft, art) that we can add back in. School resource--classes could come. filling gaps in community. Kids have ownership over it--sense of belonging.	9/29/2015 1:28 PM
29	Creativity Lifelong learning It would offer a public space for creative learning and activities	8/9/2015 4:22 PM

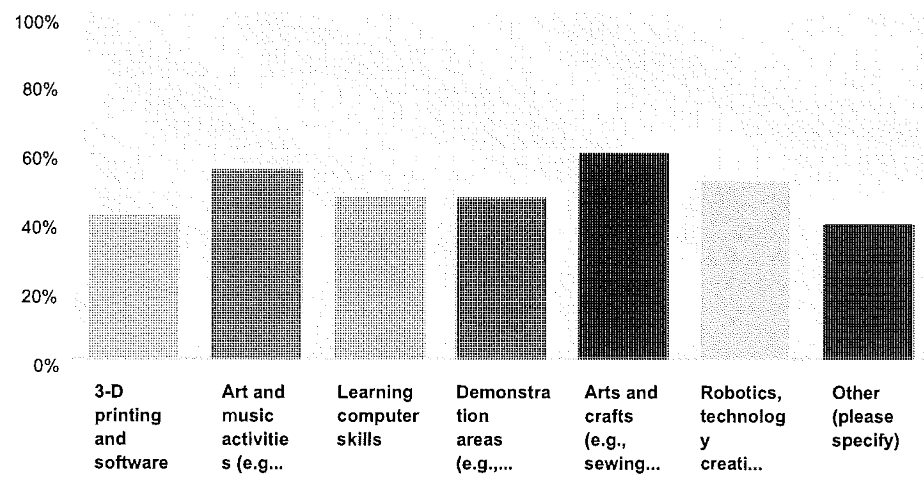
30	Lifelong learning Increase love of learning and engagement with one's own education	8/3/2015 11:41 AM
31	Other First, you need to include a link to Makerspace so that people can learn about it before they take this survey	8/1/2015 10:02 AM
32	Free access to technology Centralized loacation for learning on equipment many people can't afford to own	8/1/2015 8:40 AM
33	Lifelong learning By offering enrichment classes that the school district can't.	7/31/2015 10:27 AM
34	Safe place It would create a sense of belonging to our older teens and young adults.	7/31/2015 7:14 AM
35	Multigenerational learnin Promote employment Start a volunteer program to let professionals mentor youth in their industry .. nursing, flying,trades,law, etc.. like big brothers big sisters career mentoring	7/30/2015 7:53 PM
36	Creativity Multigenerational learnin By sparking creativity and connecting residents of all ages who have an interest or activity in common	7/30/2015 11:44 AM
37	Lifelong learning Help kids learn	7/29/2015 10:05 PM
38	Free access to technology Lifelong learning Educates children and allows community members access to internet.	7/29/2015 8:32 PM
39	Other Not sure	7/29/2015 1:41 PM
40	Free access to technology Expose people to things they otherwise may not be able to explore	7/29/2015 12:55 PM
41	High-Tech Technology available to more children and adults!	7/29/2015 12:17 PM
42	Other this is a phenomenal idea. but o think that it will nees the programming behind it to enaure that its used.	7/29/2015 8:56 AM
43	Other Include the deaf community. Offer etiquette awarenes to the hearing on how to deal with the deaf thereby helping bridge the gap with understanding. This will help remove discomfort between both. Deafness is an invisable special needs.	7/28/2015 11:09 PM
44	Promote employment Maybe if it had a class for job skills would be good	7/28/2015 4:26 PM
45	Free access to technology By providing updated versions of commonly used software so residents can keep up on the latest versions. Or, if new to software, learn the latest versions.	7/28/2015 3:46 PM
46	Safe place Offer activities for kids that are needed in town	7/28/2015 3:28 PM
47	Safe place By giving some of the younger patrons a safe place to go and activities that will keep them motivated and out of touble.	7/28/2015 1:18 PM
48	Free access to technology New opportunities for everyone not just kids who have the resources available to them.	7/28/2015 12:15 PM
49	Creativity High-Tech Support arts and music Creative Writing, Art and Knitting. Computers and Robotics inspiration	7/28/2015 9:28 AM
50	Safe place Safe place for youth to gather	7/28/2015 8:43 AM
51	Free access to technology High-Tech Lifelong learning There are a lot of homeschoolers in town and a learning lab would be another great resource for them, as well as any resident who loves to learn.	7/28/2015 1:02 AM
52	Lifelong learning Promote employment It could help some people with real life skills that are needed around the house or in the neighborhood.	7/28/2015 12:45 AM
53	Safe place Make sure there are friendly hours, have lockers available for projects and tools because the lowlife out number the decent people in town.	7/27/2015 9:13 PM
54	Free access to technology its a perfect study place for those who dont have one. learning is our future	7/27/2015 8:38 PM
55	Other With donations From the community	7/27/2015 7:51 PM
56	Creativity Safe place It would offer teens a creative, positive outlet.	7/27/2015 12:46 PM
57	Free access to technology an extra resource for those of us who don't have extra money to buy or own technology, we could happily use the libraries . I know my children (5 and 9) would benefit.	7/27/2015 12:33 PM
58	Free access to technology Multigenerational learnin It is a wonderful idea to support hands on learning and youth adult collaborative learning	7/27/2015 8:47 AM
59	High-Tech Multigenerational learnin Provide a workspace and access to tools/resources that aren't normally available. It would foster community and encourage different age groups to interact	7/12/2015 3:29 PM
60	Other Bbring neighbors together; a space to meet fellow residents who may not otherwise cross paths	7/9/2015 3:12 PM
61	Creativity Lifelong learning It wquld be a place where exploration of all kinds could occur.	7/6/2015 8:24 PM

62	Lifelong learning Multigenerational learnin The knowledge and experience an individual would gain from a library learning lab would benefit the society. For example if someone were to learn gardening or sewing they would be able to volunteer and help out seniors with that certain skill they learned.	7/6/2015 7:28 PM
63	Free access to technology High-Tech Multigenerational learnin A community-shared resource like a Library is a perfect place to share ideas and skills. It advances The Library to meet modern needs. It can provide relatively expensive tools to those on a budget, and for people who want to just try things out without having to store a large machine.	7/3/2015 9:54 AM
64	Other Open more often.	6/28/2015 12:04 PM
65	Creativity Lifelong learning It will encourage people to try new things and explore their creativity.	6/28/2015 10:41 AM
66	Other depends upon what it contains. I find it an intriguing proposition, but it's unclear what you're trying to do.	6/28/2015 6:44 AM
67	Other bilingual support	6/28/2015 12:12 AM
68	Free access to technology Perhaps by providing access to and instruction on skills or machines that not everyone already has access to	6/27/2015 8:36 PM
69	Safe place anything that gives the kids of this town something else to do is going to be awesome.	6/27/2015 8:03 PM
70	Creativity by having kids and Adults use their imagination and see what they can come up with	6/27/2015 1:01 PM
71	Lifelong learning The perfect way to take what we learn in books and apply it! Everyone would benefit!	6/27/2015 7:48 AM
72	High-Tech learn how to use a computer/navigate the web safely	6/26/2015 7:05 PM
73	Multigenerational learnin For more people of all ages to use and learn.	6/26/2015 6:20 PM
74	Creativity Free access to technology It can be something fun to do in Woodland which currently there aren't much especially things that are free.	6/26/2015 1:46 PM
75	High-Tech Lifelong learning Creating interest in new technology. Learning new things.	6/25/2015 11:58 PM
76	Free access to technology Lifelong learning Lifelong Learning Opportunities Accessible and Free to All	6/25/2015 10:39 PM
77	Free access to technology Multigenerational learnin Promote employment Digital literacy for Seniors (older adults), parents of young children (think media mentorship), Job seekers, school-age children	6/25/2015 4:47 PM
78	Lifelong learning It will bring activities and teach new skills for the residents, especially the youth.	6/25/2015 3:58 PM
79	Safe place A fantastic option for young people!	6/25/2015 11:03 AM
80	Free access to technology High-Tech With the use and information of technology to better use of green technology, and landscape usuage of our water resources.	6/25/2015 9:16 AM
81	Lifelong learning Safe place something educational and safe environment for all!	6/25/2015 7:00 AM
82	Safe place safe place offering activities to young people of Woodland	6/24/2015 6:47 PM
83	Free access to technology For those who don't have a computer or Internet access	6/24/2015 5:56 PM
84	Lifelong learning Promote interest in learning for kids.	6/24/2015 4:26 PM
85	Free access to technology Safe place great for familys who can aford. keep kids off streets	6/24/2015 2:20 PM
86	Free access to technology Learning computer skills will help those not knowledgeable in that area.	6/24/2015 12:07 PM
87	Lifelong learning Promote employment Learning new skills	6/24/2015 8:42 AM
88	Lifelong learning Adding educational resources for hands-on learning, rather than solely from a book.	6/24/2015 7:23 AM
89	Lifelong learning increase interest in library with services for our youth	6/24/2015 7:05 AM
90	Free access to technology Helping to educate those who might not havve access to technology can only be a good thing.	6/24/2015 7:02 AM
91	Lifelong learning Enrichment	6/23/2015 10:25 PM
92	Free access to technology free internet and information	6/23/2015 9:22 PM
93	Creativity Lifelong learning It would give residents a chance to explore new things, meet new people, and do something productive.	6/23/2015 8:44 PM
94	High-Tech Multigenerational learnin It is a great way to pull a community together to share skills and tools. It is also a great way to open the door for STEM learning for kids of all ages.	6/23/2015 8:11 PM

95	Promote employment Educate the young on activities outside of technology, and prepare young adults for college and careers	6/23/2015 7:52 PM
96	High-Tech Lifelong learning Basic computer technology, homework help, English/Spanish language classes, reading help	6/23/2015 6:12 PM
97	Free access to technology High-Tech All access to technology	6/23/2015 6:07 PM
98	Free access to technology It would be great for my homeschooled students to leam!	6/23/2015 5:18 PM
99	Lifelong learning it would give me a better place to learn	6/23/2015 5:18 PM
100	Multigenerational learnin senior citizen learning	6/23/2015 4:59 PM
101	Free access to technology Provide residents access to equipment for learning that they may normally not be able to afford or have access to.	6/23/2015 3:47 PM
102	Promote employment Safe place Support arts and music Meeting place; place for bored teens; cultural (art and music); vocational skills.	6/2/2015 5:33 PM
103	Promote employment learn new skills, explore new tasks, use creativity; lead to new careers; community interaction and engagement	6/2/2015 5:31 PM
104	Creativity Lifelong learning Offer non-traditional library servies; allows innovation and creativity; collaboration between generations; teach mutual respect.	6/2/2015 5:29 PM
105	Multigenerational learnin High tech, tactile, can't buy at home tools; inspire multigenerational collaboration; improve job skills and critical thinking.	6/2/2015 5:28 PM
106	Free access to technology Lifelong learning Multigenerational learnin Partnerships Promote employment Tinker with technology; help community connect to local STEM learning resources; community partnerships; open to public to create, learn and access tools; learn skills; gateway to tech careers; promote many kinds of literacy.	6/2/2015 5:20 PM
107	Free access to technology Promote employment Learn latest technologies to increase the skilled labor force in Woodland; Place for teens/youth to gather and create; attract high tech companies with increased skilled workforce.	6/2/2015 5:16 PM
108	High-Tech Provide high-tech can't buy for home; multigenerational collaboration; FreeForm NerdFest	6/2/2015 5:15 PM
109	High-Tech Lifelong learning Promote employment Learn computer skills for jobs; provide life skills. to help people	6/2/2015 5:13 PM
110	Free access to technology Provide a place to create or have access to tools or equipment that people would otherwise not have access to; families get together to work on projects.	6/2/2015 5:09 PM
111	Lifelong learning Promote employment learn vocational skills; learn hands on skills for employment or personal interests; improving social skills	6/2/2015 5:08 PM
112	Free access to technology High-Tech Promote employment Computer access; help homeless find jobs; teach basic computer skills; Internet navigation skills; access to expensive materials; use the library.	6/2/2015 5:03 PM
113	Free access to technology Multigenerational learnin Safe place Give access to new ideas to residents that cannot afford; multiple people can work together; learn new technology; be a mentor to others; safe place to be.	6/2/2015 4:53 PM
114	Community Support Library will be thought of as place where new ideas and programs for Woodland come from. Promote employability.	6/2/2015 4:36 PM
115	Community Support Bring new users; develop positive image of library and Woodland; generate additional ideas for library programming.	6/2/2015 4:35 PM
116	Community Support Encourage risk taking	6/2/2015 4:33 PM
117	Community Support Lifelong learning learn to do, especially something not done before;	6/2/2015 4:28 PM
118	Safe place provide residents and teens a more comfortable, spacious and fun learning place. help people open up.	6/2/2015 4:22 PM
119	Other a new space for students to study; increase interest in learning; increase use of library; stimulate community involvement.	6/2/2015 4:14 PM
120	Lifelong learning Bring the younger generation into reading. Help kids learn and understand more.	6/2/2015 3:52 PM
121	Creativity Promote employment Create a passion for fields of learning; place where kids with a somewhat idea for the future get an extra persuing that goal.	6/2/2015 3:33 PM
122	Other Kids getting involved.	6/2/2015 3:25 PM

Q2 What activities/ideas would make a learning space interesting to you?

Answered: 162 Skipped: 36



Answer Choices	Responses	
3-D printing and software	41.98%	68
Art and music activities (e.g., audio & video creation, stage performance, multimedia software)	54.94%	89
Learning computer skills	47.53%	77
Demonstration areas (e.g., for cooking, gardening, instruction)	46.91%	76
Arts and crafts (e.g., sewing, jewelry making, knitting)	59.88%	97
Robotics, technology creation and programming, game design	51.85%	84
Other (please specify)	39.51%	64
Total Respondents: 162		

Q3 What three activities/ideas would you recommend as priorities to the library?

Answered: 98 Skipped: 100

Answer Choices	Responses	
Your first:	100.00%	98
Your second:	95.92%	94
Your third:	87.76%	86

#	Your first:	Date
1	Demonstration areas cooking	9/29/2015 2:33 PM
2	Arts and crafts Sewing	9/29/2015 2:32 PM
3	Art and music activities Interior decoration	9/29/2015 2:31 PM
4	Art and music activities Singing.	9/29/2015 1:48 PM
5	Learning Computer skills Learning computer skills	8/28/2015 12:28 AM
6	Robotics, technology crea Robotics, technology creation and programming, game design	8/3/2015 11:41 AM
7	Learning Computer skills Computer skills	8/1/2015 8:40 AM
8	Other More board books for babies	7/31/2015 4:32 PM
9	Art and music activities music	7/31/2015 10:27 AM
10	Demonstration areas Leadership Building	7/31/2015 7:14 AM
11	Demonstration areas career search ideas and mentoring	7/30/2015 7:53 PM
12	Robotics, technology crea Robotics, technology creation and programming, game design	7/30/2015 2:51 PM
13	3D Printing 3-D Printing	7/30/2015 11:44 AM
14	Other Educational games for preschoolers and primary school age kids	7/29/2015 10:05 PM
15	Demonstration areas Word class	7/29/2015 7:30 PM
16	Other See above	7/29/2015 5:00 PM
17	Art and music activities Art	7/29/2015 1:41 PM
18	3D Printing 3D	7/29/2015 12:55 PM
19	3D Printing 3D printing and related software	7/29/2015 12:17 PM
20	Learning Computer skills computer teaining classea, beginning and advanced	7/29/2015 8:56 AM
21	Learning Computer skills Computer skills	7/28/2015 11:09 PM
22	Other tutors	7/28/2015 4:26 PM
23	Demonstration areas Language learning	7/28/2015 3:46 PM
24	Learning Computer skills Computer skills	7/28/2015 3:28 PM
25	Other YOUTH programs	7/28/2015 12:20 PM
26	Other Interactive books	7/28/2015 12:15 PM
27	3D Printing 3-D Printing and classes for kids and adults to use said resource	7/28/2015 9:28 AM
28	Other Book distribution	7/28/2015 8:43 AM
29	Learning Computer skills Computer skills	7/28/2015 7:44 AM
30	Learning Computer skills Computer skills	7/28/2015 7:40 AM

31	Other A space for homeschooling groups to have/teach activities for their groups	7/28/2015 1:02 AM
32	Demonstration areas Demonstations	7/28/2015 12:45 AM
33	Other security	7/27/2015 9:13 PM
34	Learning Computer skills computer learning	7/27/2015 8:38 PM
35	Other Play outside kids	7/27/2015 7:51 PM
36	Demonstration areas Cooking classes	7/27/2015 7:42 PM
37	Robotics, technology crea Technology	7/27/2015 1:24 PM
38	Art and music activities Art and music activities	7/27/2015 12:46 PM
39	Arts and crafts Kids room with arts and crafts and perhaps lessons taught. I am going to homeschool my 5 Year old so this will be valuable	7/27/2015 12:33 PM
40	Other Safety: Making sure equipment is maintained and properly used	7/12/2015 3:29 PM
41	Demonstration areas demonstrations	7/9/2015 3:12 PM
42	Other that it be open on accessible hours i.e.hours that support the persons the lab is meant to service	7/6/2015 8:24 PM
43	Robotics, technology crea teach more about technology itself	7/6/2015 7:28 PM
44	Other School engagement	7/3/2015 9:54 AM
45	Robotics, technology crea Robotics	6/29/2015 12:20 PM
46	Art and music activities Art	6/28/2015 10:41 AM
47	Other liturature	6/28/2015 12:12 AM
48	Learning Computer skills Computer skills	6/27/2015 8:49 PM
49	Demonstration areas nutrition/cooking	6/27/2015 8:36 PM
50	Learning Computer skills computer skills	6/27/2015 8:03 PM
51	Learning Computer skills Free classes and seminars on technology	6/27/2015 7:34 PM
52	Other after school enrichment programs	6/27/2015 6:00 PM
53	Other Repurposing	6/27/2015 11:37 AM
54	Robotics, technology crea Programming, coding, etc.	6/27/2015 7:48 AM
55	Robotics, technology crea robotics, tech. creation, web design	6/26/2015 7:05 PM
56	3D Printing 3 D	6/26/2015 6:20 PM
57	Art and music activities Art and Music	6/26/2015 1:46 PM
58	Other Options for Youth	6/25/2015 10:39 PM
59	Demonstration areas Basic computer classes in English and Spanish and other languages	6/25/2015 4:47 PM
60	Art and music activities Arts & Crafts	6/25/2015 3:58 PM
61	Art and music activities art space	6/25/2015 11:03 AM
62	Demonstration areas demonstration areas	6/25/2015 9:16 AM
63	Robotics, technology crea programming and design	6/25/2015 7:00 AM
64	Robotics, technology crea technology, programming, game design	6/24/2015 6:47 PM
65	Learning Computer skills Computer skills	6/24/2015 5:56 PM
66	Other Language	6/24/2015 4:26 PM
67	Art and music activities Art and Music	6/24/2015 3:41 PM
68	Other new materials	6/24/2015 2:29 PM
69	Learning Computer skills learning computer skills	6/24/2015 2:20 PM
70	Learning Computer skills Hands on activities computers, etc	6/24/2015 1:59 PM

71	Learning Computer skills Learning computer skills	6/24/2015 12:07 PM
72	Art and music activities Art classes	6/24/2015 12:06 PM
73	Demonstration areas Job training: how-tos for interviews, etiquette, resumes etc	6/24/2015 12:04 PM
74	Demonstration areas Cooking demonstration	6/24/2015 7:23 AM
75	Art and music activities art and music	6/24/2015 7:05 AM
76	Demonstration areas Talks by authors	6/24/2015 7:02 AM
77	Art and music activities Art and music	6/24/2015 4:53 AM
78	Demonstration areas Demo	6/23/2015 10:25 PM
79	Art and music activities Video	6/23/2015 8:57 PM
80	Demonstration areas Cooking/gardening	6/23/2015 8:44 PM
81	Robotics, technology crea Intro to basic electronics	6/23/2015 8:11 PM
82	Art and music activities The arts are lost and would be a wise investment. This could include painting, sculpting, cooking, computer animation/design, the list goes on	6/23/2015 7:52 PM
83	Demonstration areas Useful life skills	6/23/2015 6:07 PM
84	Arts and crafts Arts and crafts	6/23/2015 5:18 PM
85	Other a reading group for adults.	6/23/2015 5:18 PM
86	Learning Computer skills senior citizen computer class	6/23/2015 4:59 PM
87	Learning Computer skills computer skills	6/23/2015 4:44 PM
88	Robotics, technology crea Laser cutting	6/23/2015 3:47 PM
89	Learning Computer skills Learning computer skills	6/2/2015 5:03 PM
90	Arts and crafts Chess	6/2/2015 4:22 PM
91	Robotics, technology crea Technology	6/2/2015 4:08 PM
92	Arts and crafts Sewing	6/2/2015 3:52 PM
93	Learning Computer skills Computers	6/2/2015 3:46 PM
94	Demonstration areas Job skills training	6/2/2015 3:39 PM
95	Art and music activities Art	6/2/2015 3:37 PM
96	Robotics, technology crea Computer programming	6/2/2015 3:36 PM
97	Arts and crafts Hobbies	6/2/2015 3:33 PM
98	Art and music activities Art	6/2/2015 3:25 PM

#	Your second:	Date
1	Learning Computer skills computer classes	9/29/2015 2:33 PM
2	Demonstration areas mechanics	9/29/2015 2:32 PM
3	Learning Computer skills computer classes	9/29/2015 2:31 PM
4	Demonstration areas Cooking	8/28/2015 12:28 AM
5	Art and music activities Art and music activities	8/3/2015 11:41 AM
6	Demonstration areas Demonstration	8/1/2015 8:40 AM
7	Other More reading programs for kids during school year not just for summer	7/31/2015 4:32 PM
8	Art and music activities art	7/31/2015 10:27 AM
9	Art and music activities Art 2D, 3D, graphic design	7/31/2015 7:14 AM
10	Demonstration areas interview skills refinement	7/30/2015 7:53 PM
11	Learning Computer skills Learning computer skills	7/30/2015 2:51 PM

12	Arts and crafts Arts and Crafts	7/30/2015 11:44 AM
13	Arts and crafts Arts and crafts	7/29/2015 10:05 PM
14	Demonstration areas Spread sheet/ class	7/29/2015 7:30 PM
15	Art and music activities Music	7/29/2015 1:41 PM
16	Robotics, technology crea Robotics	7/29/2015 12:55 PM
17	Arts and crafts arts and crafts	7/29/2015 12:17 PM
18	Robotics, technology crea STEM related maker space activities. robotics, engineering, etc.	7/29/2015 8:56 AM
19	Arts and crafts Arts & Crafts	7/28/2015 11:09 PM
20	Other positive girls and boys club	7/28/2015 4:26 PM
21	Learning Computer skills Software to promote/advance job skills	7/28/2015 3:46 PM
22	Other Reading skills	7/28/2015 3:28 PM
23	Other Activities for Spanish speaking people	7/28/2015 12:20 PM
24	Learning Computer skills Computer skills	7/28/2015 12:15 PM
25	Arts and crafts Arts and Crafts - supplies and classes	7/28/2015 9:28 AM
26	Other Reference sources	7/28/2015 8:43 AM
27	Arts and crafts Gardening, knitting etc..	7/28/2015 7:44 AM
28	Arts and crafts Gardening, knitting etc..	7/28/2015 7:40 AM
29	Demonstration areas A place where individuals could come together and be creative	7/28/2015 1:02 AM
30	Art and music activities Art & music skill	7/28/2015 12:45 AM
31	Other Security	7/27/2015 9:13 PM
32	Other reading /tutoring	7/27/2015 8:38 PM
33	Other Reading time	7/27/2015 7:51 PM
34	Arts and crafts Ceramics/pottery	7/27/2015 7:42 PM
35	Art and music activities Music	7/27/2015 1:24 PM
36	Demonstration areas Demonstration area	7/27/2015 12:46 PM
37	3D Printing 3 d printer	7/27/2015 12:33 PM
38	Other Safety: Making sure children aren't left unsupervised with unfamiliar adults	7/12/2015 3:29 PM
39	3D Printing 3-D printing	7/9/2015 3:12 PM
40	Other that it be open on school holidays	7/6/2015 8:24 PM
41	Other Making it clear how to use the skill you learned to help the community	7/6/2015 7:28 PM
42	Arts and crafts Library of "things"	7/3/2015 9:54 AM
43	Demonstration areas Demonstrations	6/29/2015 12:20 PM
44	Arts and crafts Craft	6/28/2015 10:41 AM
45	Demonstration areas educational	6/28/2015 12:12 AM
46	Robotics, technology crea Robotocs	6/27/2015 8:49 PM
47	Art and music activities sewing, knitting	6/27/2015 8:36 PM
48	Robotics, technology crea robotics technology	6/27/2015 8:03 PM
49	Demonstration areas Access to skilled professionals in tech.	6/27/2015 7:34 PM
50	Arts and crafts arts and crafts	6/27/2015 6:00 PM
51	Art and music activities Photography for all ages	6/27/2015 11:37 AM
52	Art and music activities art and music	6/27/2015 7:48 AM

53	Arts and crafts arts and crafts	6/26/2015 7:05 PM
54	Arts and crafts Crafts	6/26/2015 6:20 PM
55	3D Printing 3D printing	6/26/2015 1:46 PM
56	Other Options for Limited and Non-English Speakers	6/25/2015 10:39 PM
57	Robotics, technology crea programming, game design, robotics for school-age children	6/25/2015 4:47 PM
58	Learning Computer skills Computer Skills	6/25/2015 3:58 PM
59	Robotics, technology crea Technology training	6/25/2015 11:03 AM
60	Learning Computer skills learning computer skills	6/25/2015 9:16 AM
61	Art and music activities art and music	6/25/2015 7:00 AM
62	Art and music activities digital art and media	6/24/2015 6:47 PM
63	Robotics, technology crea Tech skills	6/24/2015 5:56 PM
64	Robotics, technology crea Science	6/24/2015 4:26 PM
65	Learning Computer skills Computer Skills	6/24/2015 3:41 PM
66	Other more comfortable seating	6/24/2015 2:29 PM
67	Art and music activities multi medimedia	6/24/2015 2:20 PM
68	3D Printing Opportunity to create something they couldn't at school - 3d printers etc	6/24/2015 1:59 PM
69	Robotics, technology crea Robotics and technology creation	6/24/2015 12:07 PM
70	Learning Computer skills Typing class	6/24/2015 12:06 PM
71	Demonstration areas Parenting classes, support groups, education	6/24/2015 12:04 PM
72	Arts and crafts Sewing	6/24/2015 7:23 AM
73	Demonstration areas demonstration areas	6/24/2015 7:05 AM
74	Other Anything that attracts children to reading	6/24/2015 7:02 AM
75	Robotics, technology crea robotics	6/24/2015 4:53 AM
76	Art and music activities Art	6/23/2015 10:25 PM
77	Demonstration areas Demo areas	6/23/2015 8:57 PM
78	Arts and crafts Arts and crafts	6/23/2015 8:44 PM
79	Robotics, technology crea Basic design and fabrication	6/23/2015 8:11 PM
80	Demonstration areas monthly workshops: resume, mock interviews, what to expect when looking for a job, etc.	6/23/2015 7:52 PM
81	Arts and crafts Hobbies	6/23/2015 6:07 PM
82	Robotics, technology crea robotics	6/23/2015 5:18 PM
83	Other tutoring area	6/23/2015 5:18 PM
84	Learning Computer skills smart phone skills	6/23/2015 4:44 PM
85	3D Printing 3-D Printing	6/23/2015 3:47 PM
86	Robotics, technology crea Circuit machinery	6/2/2015 5:03 PM
87	Art and music activities Game theory	6/2/2015 4:22 PM
88	Robotics, technology crea Electronics	6/2/2015 4:08 PM
89	Art and music activities Painting	6/2/2015 3:52 PM
90	Arts and crafts Quilting machine	6/2/2015 3:46 PM
91	Arts and crafts Crafts for all ages	6/2/2015 3:39 PM
92	Art and music activities Music	6/2/2015 3:37 PM
93	Art and music activities Music recording and technology	6/2/2015 3:36 PM

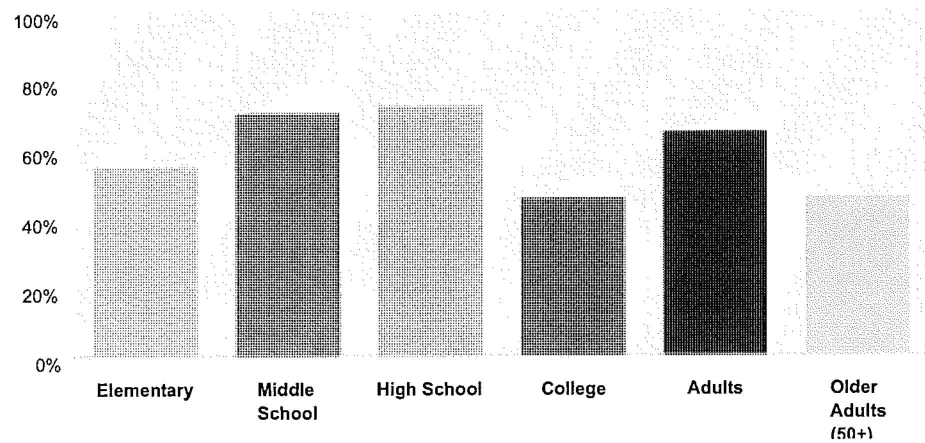
#	Your third:	Date
94	Art and music activities Singing	6/2/2015 3:25 PM
#	Your third:	Date
1	Arts and crafts arts and crafts	9/29/2015 2:33 PM
2	Learning Computer skills computer classes	9/29/2015 2:32 PM
3	Other youth activities	9/29/2015 2:31 PM
4	Art and music activities Audio and Video Creation	8/28/2015 12:28 AM
5	3D Printing 3-D printing and software	8/3/2015 11:41 AM
6	Art and music activities Art and music	8/1/2015 8:40 AM
7	Demonstration areas Maybe use the outdoor courtyard for classes sometimes	7/31/2015 4:32 PM
8	Robotics, technology crea computer programming	7/31/2015 10:27 AM
9	Other Give a "Boarders" feel with lounging and coffee spas to create an ideal study space.	7/31/2015 7:14 AM
10	Art and music activities art or music class	7/30/2015 7:53 PM
11	3D Printing 3-D printing and software	7/30/2015 2:51 PM
12	Learning Computer skills Learning computer skills	7/30/2015 11:44 AM
13	Learning Computer skills Computer skills	7/29/2015 10:05 PM
14	Learning Computer skills Teaching computer skills	7/29/2015 1:41 PM
15	Art and music activities Arts and music	7/29/2015 12:55 PM
16	Demonstration areas cooking fresh local and tasty	7/29/2015 12:17 PM
17	Arts and crafts start-up business type classes. i.e.-jewelry making classes and then how to aell your jewelry online.	7/29/2015 8:56 AM
18	Other How to use the library & what's abailanle	7/28/2015 11:09 PM
19	Other positive activities	7/28/2015 4:26 PM
20	Arts and crafts Arts and crafts - specifically yarn crafts like knitting and crochet.	7/28/2015 3:46 PM
21	Robotics, technology crea Robotics	7/28/2015 12:15 PM
22	Demonstration areas Demonstrating Area - how will it be useful if only a select few know how to use it?! classes make things more accessible to everyon	7/28/2015 9:28 AM
23	Other Place for youth to gather	7/28/2015 8:43 AM
24	Art and music activities Robotics, technology crea game design	7/28/2015 7:44 AM
25	Art and music activities game design	7/28/2015 7:40 AM
26	Other Someplace safe and fun for people to come together in an enriching environment	7/28/2015 1:02 AM
27	Learning Computer skills Computer skills	7/28/2015 12:45 AM
28	Other SECURITY....even in the parking lots	7/27/2015 9:13 PM
29	Demonstration areas learning center	7/27/2015 8:38 PM
30	Other Share parents with kids	7/27/2015 7:51 PM
31	Art and music activities Arts and crafts	7/27/2015 7:42 PM
32	Demonstration areas Languages	7/27/2015 1:24 PM
33	Learning Computer skills Computer skills class	7/27/2015 12:46 PM
34	Demonstration areas cooking /gardening/art demonstrations for youngsters	7/27/2015 12:33 PM
35	Other Clear guidelines for how long equipment can be used by one person	7/12/2015 3:29 PM
36	Other Book Club	7/9/2015 3:12 PM
37	Other HAVE FUN!	7/6/2015 7:28 PM
38	Robotics, technology crea tech community nurturing, open source meetups and camps	7/3/2015 9:54 AM

39	Art and music activities Art and music activities	6/29/2015 12:20 PM
40	Art and music activities Digital art	6/28/2015 10:41 AM
41	Other bilingual skills	6/28/2015 12:12 AM
42	Art and music activities Arts/crafts/music/audio/video creatiom	6/27/2015 8:49 PM
43	Demonstration areas gardening?	6/27/2015 8:36 PM
44	Art and music activities art and music activities	6/27/2015 8:03 PM
45	Other Free tutoring for school kids	6/27/2015 7:34 PM
46	Demonstration areas Vegetable gardening	6/27/2015 11:37 AM
47	3D Printing 3d printing	6/27/2015 7:48 AM
48	3D Printing 3D printing	6/26/2015 7:05 PM
49	Art and music activities Music	6/26/2015 6:20 PM
50	Demonstration areas Demonstration Areas	6/26/2015 1:46 PM
51	Other Options for Low-Income Households, People with Special Needs, the Homeless, Veterans, and the Elderly	6/25/2015 10:39 PM
52	Robotics, technology crea Fun technology programs for all ages including older adults	6/25/2015 4:47 PM
53	Art and music activities Art & Music	6/25/2015 3:58 PM
54	Demonstration areas gardening	6/25/2015 11:03 AM
55	Art and music activities art and music activites	6/25/2015 9:16 AM
56	Robotics, technology crea Robotics	6/25/2015 7:00 AM
57	Arts and crafts gender-neutral offerings similar to UCD craft center	6/24/2015 6:47 PM
58	Demonstration areas various workshops people can take advantage from	6/24/2015 5:56 PM
59	Art and music activities Art	6/24/2015 4:26 PM
60	Arts and crafts Arts and Crafts	6/24/2015 3:41 PM
61	Other outdoor seating/ book activites for children and familes	6/24/2015 2:29 PM
62	Robotics, technology crea programing	6/24/2015 2:20 PM
63	Learning Computer skills Typing test	6/24/2015 12:07 PM
64	Demonstration areas Basic home economics	6/24/2015 12:06 PM
65	Demonstration areas Nutrition, exercise, diet programs/classes	6/24/2015 12:04 PM
66	3D Printing 3d Printing	6/24/2015 7:23 AM
67	Art and music activities arts and crays	6/24/2015 7:05 AM
68	Other a successful community book club or helping to set book clubs up	6/24/2015 7:02 AM
69	Art and music activities creative writing and poetry	6/24/2015 4:53 AM
70	Art and music activities Music	6/23/2015 10:25 PM
71	Arts and crafts Crafts	6/23/2015 8:57 PM
72	Art and music activities Music and stage	6/23/2015 8:44 PM
73	Robotics, technology crea Programing	6/23/2015 8:11 PM
74	Other Study cubbies for high school/college students that includes plugs for charging computers	6/23/2015 7:52 PM
75	Other Community groups	6/23/2015 6:07 PM
76	Art and music activities audio/visual lab	6/23/2015 5:18 PM
77	Other since there are a lot of homeless people maybe A day for the community to talk to local homeless people so we can get an idea why they are homeless and work together to help the situation	6/23/2015 5:18 PM
78	Art and music activities photo sharing	6/23/2015 4:44 PM

79	Robotics, technology crea Robotics	6/23/2015 3:47 PM
80	Arts and crafts Pottery	6/2/2015 5:03 PM
81	Demonstration areas Life skills	6/2/2015 4:08 PM
82	Arts and crafts Jewelry making	6/2/2015 3:52 PM
83	Art and music activities Recording equipment	6/2/2015 3:46 PM
84	Art and music activities Photography for all ages	6/2/2015 3:39 PM
85	Robotics, technology crea Technology	6/2/2015 3:37 PM
86	Art and music activities Film production	6/2/2015 3:36 PM

Q4 What age range would you think a Makerspace would appeal to?

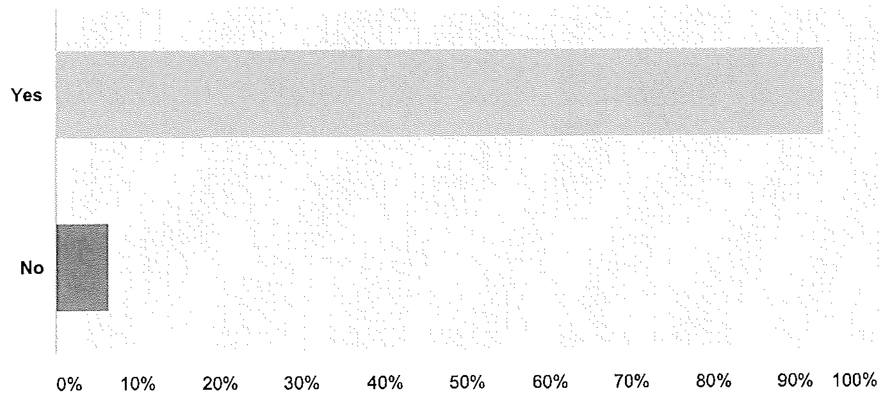
Answered: 145 Skipped: 53



Answer Choices	Responses	
Elementary	55.17%	80
Middle School	70.34%	102
High School	72.41%	105
College	46.21%	67
Adults	64.83%	94
Older Adults (50+)	46.21%	67
Total Respondents: 145		

Q5 Would a learning lab/Makerspace increase your number of visits to the library?

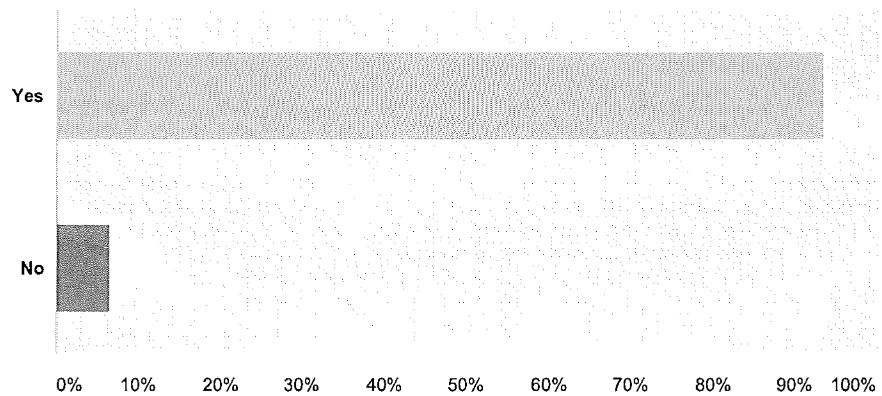
Answered: 140 Skipped: 58



Answer Choices	Responses	
Yes	93.57%	131
No	6.43%	9
Total		**140**

Q5 Would a learning lab/Makerspace increase your number of visits to the library?

Answered: 140 Skipped: 58



Answer Choices	Responses	
Yes	93.57%	131
No	6.43%	9
Total		**140**

ATTACHMENT #9

PHOTOGRAPHS OF MAKERSPACES

1. The Exploratorium
2. The Mix at SFPL
3. DesignSpot, Arcade Branch, Sacramento Public Library

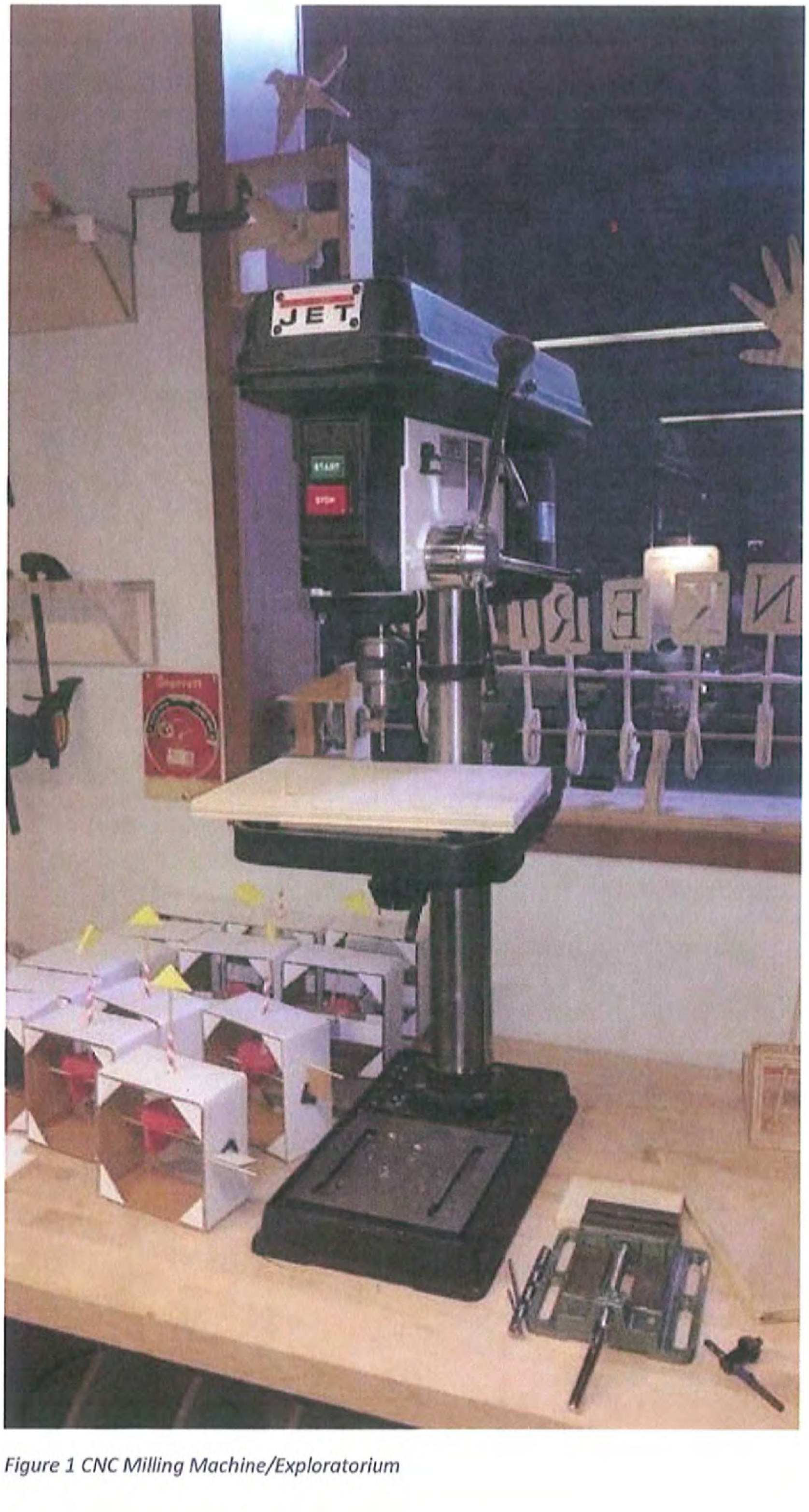


Figure 1 CNC Milling Machine/Exploratorium

Figure 2 Exploratorium Work Space

Figure 3 Exploratorium work table

Figure 4 Exploratorium Storage Area

Figure 5 Exploratorium Resandable Work Area

Figure 6 Exploratorium Work and Storage Area

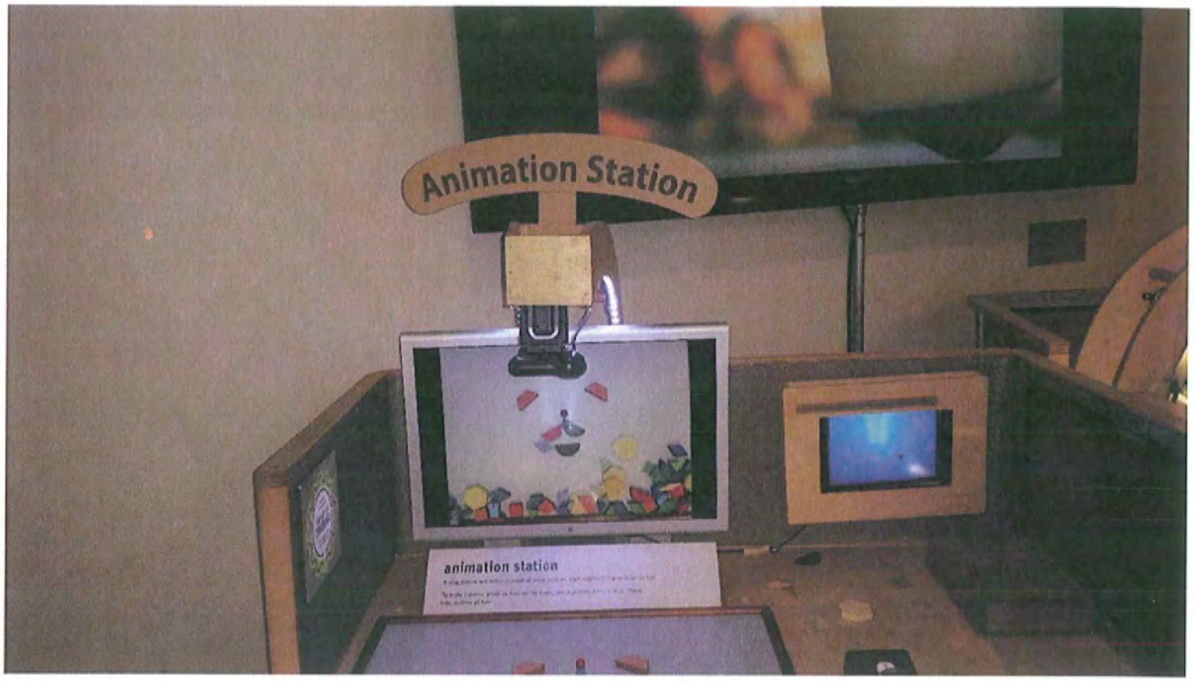


Figure 7 Exploratorium Animation Station

Figure 8 Exploratorium Recycled Light Fixture

Figure 9 Exploratorium Vending Supply Machine

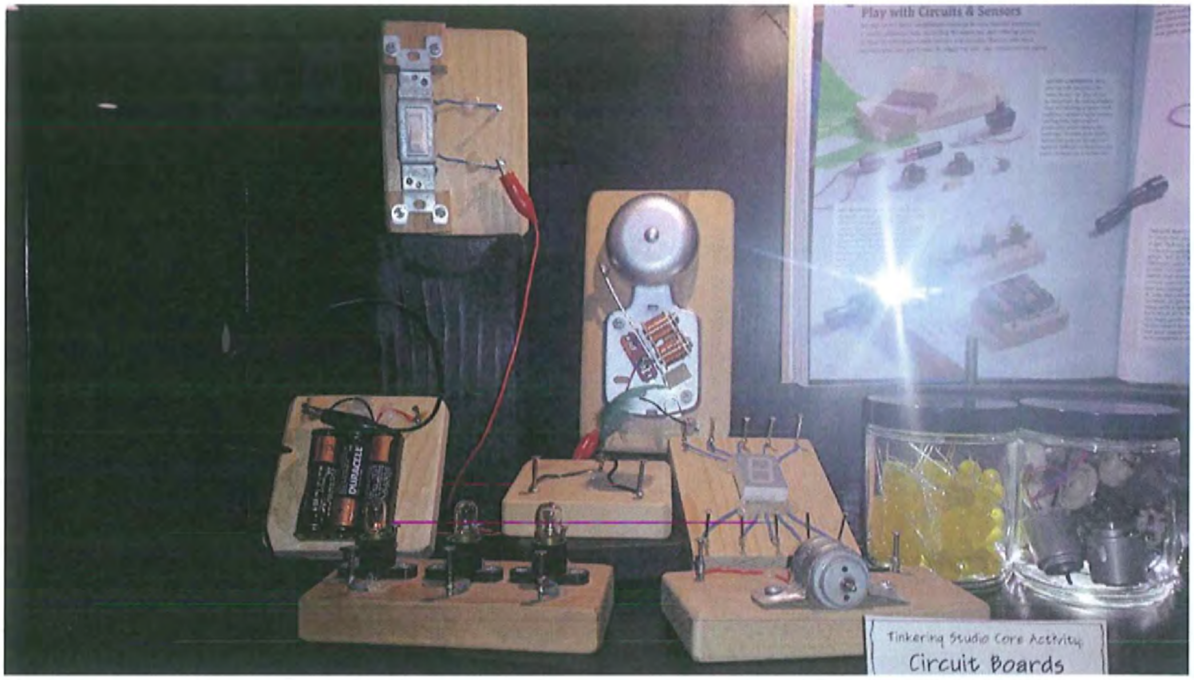


Figure 10 Exploratorium Tinkering Studio Core Activity

Figure 11 The Mix at SFPL Entrance

Figure 12 The Mix at SFPL Computers and Tools

Figure 13 The Mix at SFPL Print Collection

Figure 14 The Mix at SFPL Laptop Dispenser

Figure 15 The Mix at SFPL Computers

Figure 16 The Mix at SFPL Lounge Area

Figure 17 The Mix at SFPL Seating Area

Figure 18 The Mix at SFPL Media Viewing Area

Figure 19 The Mix at SFPL Staff Area

Figure 20 The Mix at SFPL Audio Booth

Figure 21 The Mix at SFPL Audio Booth

Figure 22 The Mix at SFPL Music Recording Equipment

Figure 23 Another View The Mix at SFPL Audio Booth

Figure 24 The Mix at SFPL Seating Areas

Figure 25 The Mix at SFPL Video Screens

Figure 26 The Mix at SFPL "Making" Area

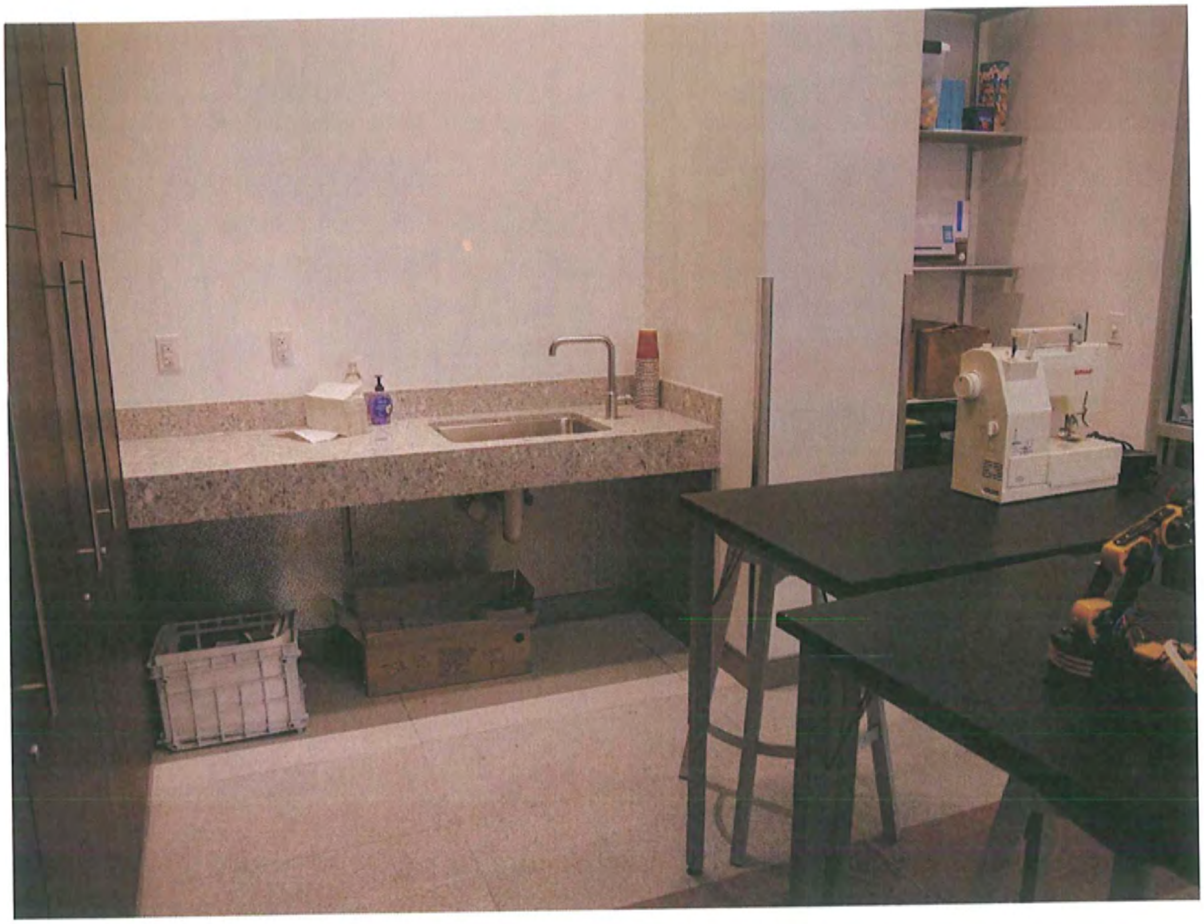


Figure 27 The Mix at SFPL Work Area

Figure 28 The Mix at SFPL 3D Printing

Figure 29 The Mix at SFPL Viewing/Media Area

Figure 30 The Mix at SFPL Viewing Area Alternate View

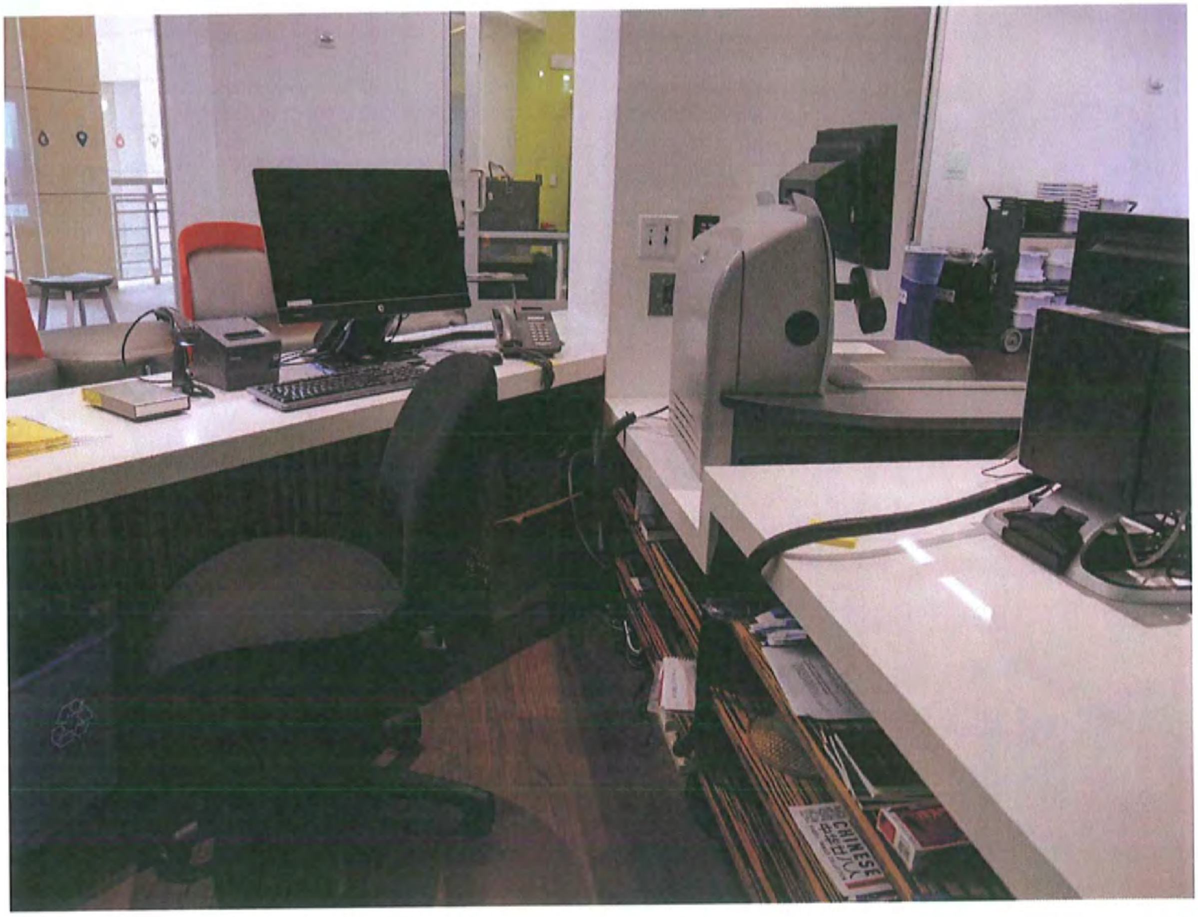


Figure 31 The Mix at SFPL Staff and Circulation Area

Figure 32 The Mix at SFPL Another Media Viewing Area

Figure 33 The Mix at SFPL Computer Banks Alternate View

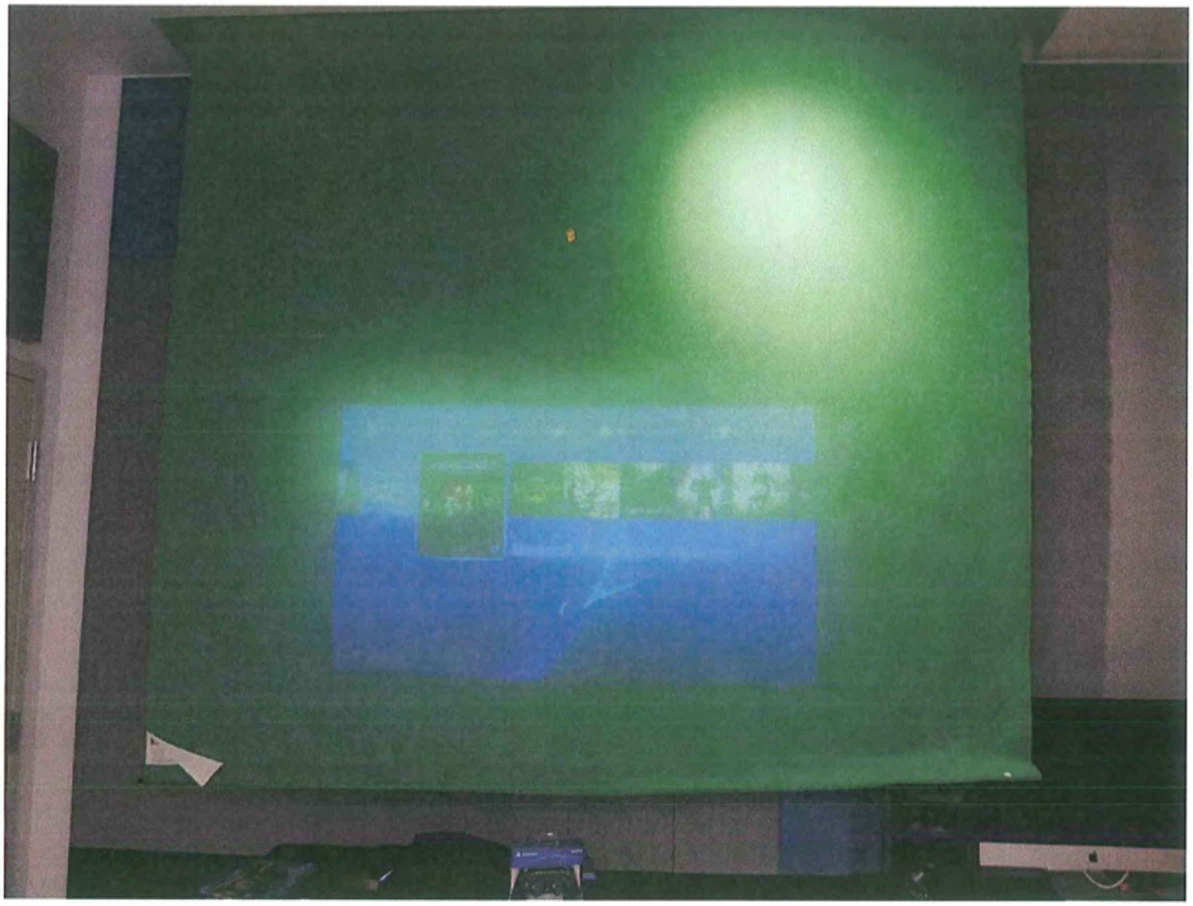


Figure 34 The Mix at SFPL Green Screen

Figure 35 The Mix at SFPL Enclosed Make It Room

Figure 36 DesignSpot Sewing Machine

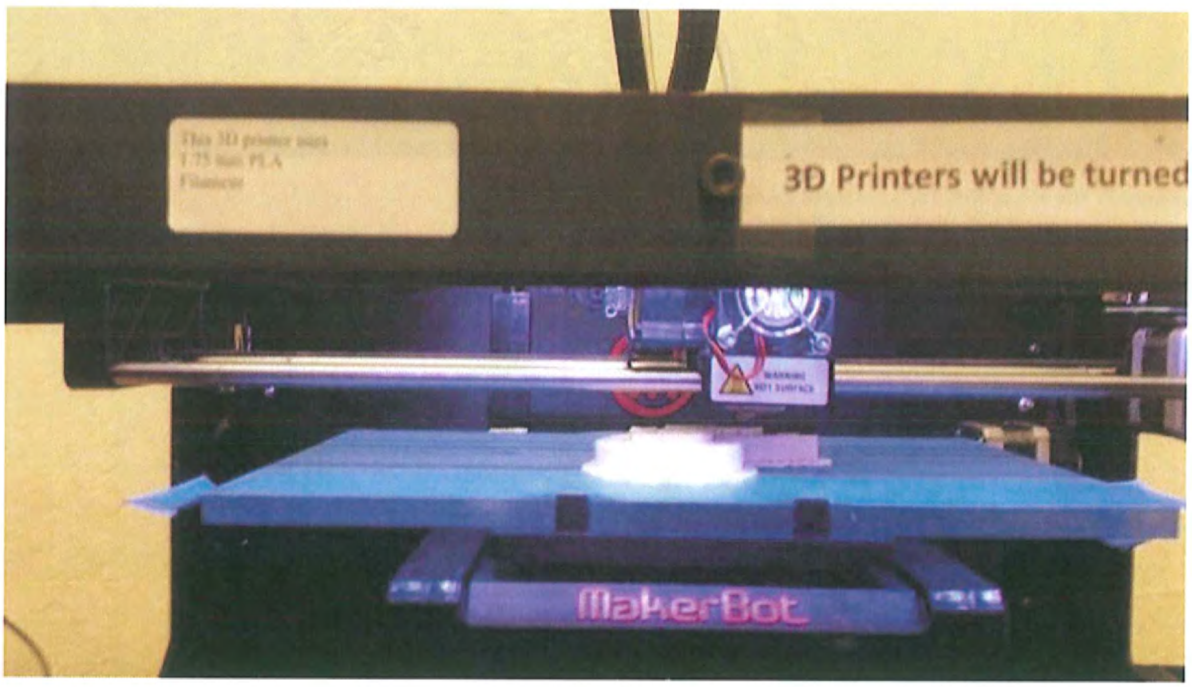


Figure 37 DesignSpot 3D Printer

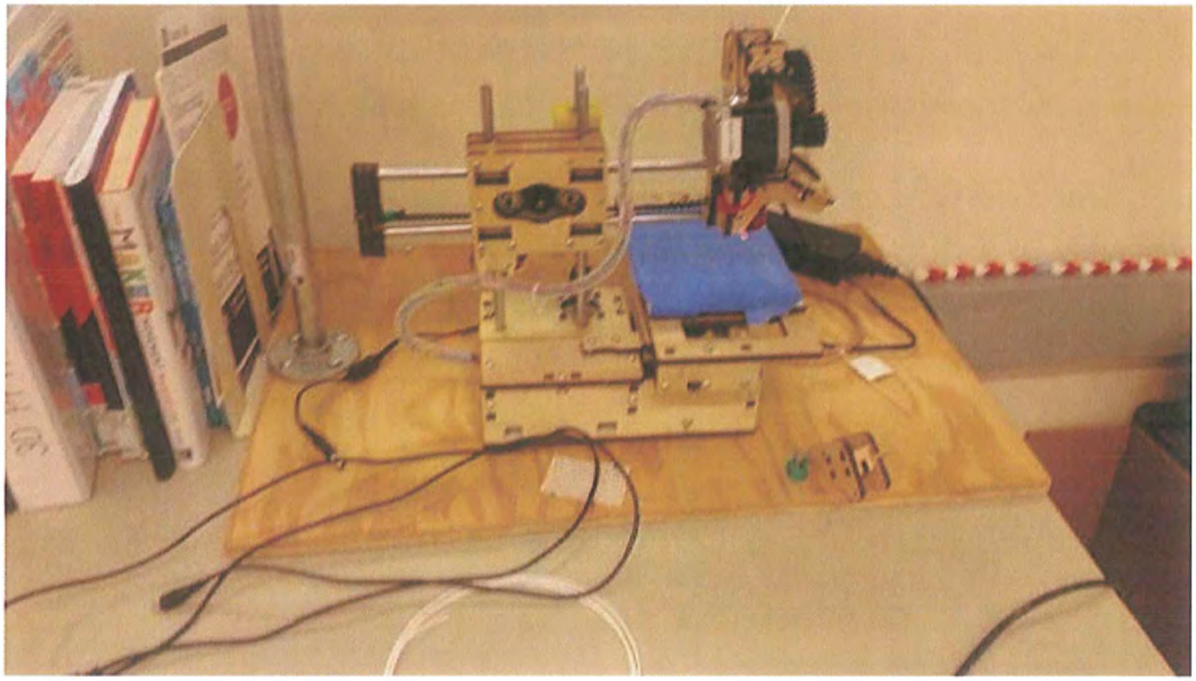


Figure 38 DesignSpot 3D Printer

Figure 39 DesignSpot 3D Generated Items

Figure 40 DesignSpot Circulating Sewing Machine

Figure 41 DesignSpot Circulating Musical Instruments

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ACCEPTING THE COMMUNITY LEARNING LAB REPORT FOR THE WOODLAND PUBLIC LIBRARY AND APPROVING AN AGREEMENT WITH GYROSCOPE, INC. FOR DESIGN SERVICES

WHEREAS, a Community Learning Lab Report was prepared for the Library Improvement Project, CIP 15-08; and

WHEREAS, the City Council wishes to accept the Community Learning Lab Report through the adoption of this Resolution; and

WHEREAS, Library Improvement Project, CIP 15-08 is fully funded in the Capital Budget; and

WHEREAS, the City desires to have the design performed by an experienced consultant that was selected by a qualifications based selection process; and

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

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

Section 1. The City Council hereby accepts the Community Learning Lab Report.

Section 2. The City Council hereby approves the consultant services agreement and authorizes and directs the City Manager to execute the agreement in the amount of $147,537 and amendments as necessary up to 25% of the agreement amount, 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 3. An executed copy of the Agreement will be available and on file in the City Clerk's office, and is incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this ________ day of ___________ 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

82093.00001\8555510.2

ATTEST:

____

Ana B. Gonzalez, City Clerk

File #: 16-308, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Award Construction Contract for Industrial Park Recycled Water Project, CIP #15 -10

Recommendation for Action: Staff recommends that the City Council:

1. Adopt Resolution No. _____, to award a construction contract in the amount of $3,743,975 to Mountain Cascade Inc. for CIP 15-10, Industrial Park Recycled Water Project and authorize a contract contingency of up to 20% ($748,795); and
2. Approve the reallocation of $550,000 of Sewer Enterprise Funds from the Industrial Park Recycled Water Project, CIP 15-10 to Treatment Plant - Export Biosolids, CIP 10-11; and
3. Authorize the reallocation of $250,000 of Water Enterprise Funds from the Water System Leak Detection and Repairs, CIP# 09-23 to Recycled Water Project CIP # 15-10, if the funds are needed to cover construction costs incurred ahead of execution of the SRF Loan agreement; and
4. Approve a consultant agreement for construction management and inspection services with Psomas in an amount up to $528,006 and authorize a contingency of up to 10% ($52,801); and
5. Provide direction to staff on whether or not to proceed with the development of residential/commercial recycled water fill station program for the City of Woodland.

Staff Contact

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

Fiscal Impact

The overall project cost including design, construction, contingency, staff time, construction management, and inspection is estimated at $5,900,000. The project was approved with a budget of $6,500,000, comprised of a $2,000,000 grant through Westside Integrated Regional Water Management (Prop 84) grant program and an anticipated $4,500,000 State Revolving Fund loan through the State Water Resources Control Board. Of the SRF funding contribution, the city has been approved for a $1,890,000 grant through Proposition 1, reducing the overall loan amount to $2,610,000, secured by the city's Water Enterprise Fund. The loan will be paid back over 30 years at an interest rate of 1.0%, paid by anticipated revenues received from the sale of recycled water.

With the construction bid coming in nearly $1.2 Million under the engineers estimate, the overall project cost is now expected to be under $6,000,000. As a result, staff is requesting authorization to reallocate the $550,000 of Sewer Enterprise funding back to CIP 10-11, Treatment Plant - Export Biosolids.

At the same time, due to the timing requirements of the project relative to anticipated timing for finalizing the SRF loan agreements, staff is requesting advance approval to allocate $250,000 of available Water Enterprise Funds from CIP #09-23 (Water System Leak Detection and Repairs) should the project incur construction costs prior to execution of final SRF funding agreements.

A draft agreement for the SRF loan is expected to be given to the City in early March 2016, with final loan approval anticipated to be brought to the Council in April 2016. Although we do not yet have the fully executed SRF loan agreement, staff is recommending that council award the project now to avoid delays in construction and delivery of recycled water to the City's contracted customers. Staff has been actively communicating with the State Water Resources Control Board, regarding the status of the loan, and we are confident that the agreement will be completed shortly.

The contractor could potentially begin work on some items ahead of execution of the SRF loan and grant agreement. It is expected that the SRF agreement will be completed ahead of receiving the contractor's first pay request, however, construction work completed ahead of the agreement is eligible for the 50% cost share under the Proposition 84 grant, but not the SRF loan and grant agreement. The proposed construction contract with Mountain Cascade, Inc. is for an amount not-to-exceed $3,743,975. Staff is requesting that council approve a slightly higher than usual contingency at 20% ($748,795), to account for unforeseen conditions associated with constructing a new utility. The proposed contract with Psomas is for an amount not-to-exceed $528,006, and staff is requesting that council approve a 10% ($52,801) contingency.

There is no impact to the General Fund.

Background

The City of Woodland's Water Pollution Control Facility (WPFC) 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. As a result of the drought, the State of California is advocating for the use of recycled water and the State Water Resources Control Board (SWRCB) has streamlined the permitting process for recycled water systems in addition to providing grants and low interest financing.

The Industrial Park Recycled Water Project will provide recycled water for industrial and landscape irrigation uses. The initial project includes installing recycled water pumps at the WPFC effluent wetwell and a backbone pipeline to serve portions of the industrial area of the City. The pipeline is approximately 20,000 feet in length and will include connections to industrial customers and landscape irrigation along the alignment. Future project extensions would expand recycled water availability within the industrial area.

Discussion

The City advertised for bids on November 25, 2015. On February 4, 2016, the City received 12 bids for CIP 15-10 in the amounts tabulated below:

	CONTRACTOR	BASE BID
1	Mountain Cascade, Inc.	$3,743,975.00
2	Team Ghilotti, Inc.	$3,947,187.00

3	Garney Construction	$3,998,145.00
4	R. J. Gordon Construction, Inc.	$3,998,585.00
5	A-S Pipelines, Inc.	$4,226,380.00
6	Preston Pipelines, Inc.	$4,266,425.00
7	Ranger Pipelines, Inc.	$4,278,035.00
8	Mozingo Construction, Inc.	$4,295,955.00
9	Teichert Construction	$4,694,552.00
10	Civil Engineering Const., Inc.	$4,818,170.00
11	RGW Construction, Inc.	$5,087,350.00
*	T&S Construction Co., Inc.	$3,272,941.00

* T&S Construction Co., Inc. has requested and was granted Bid Relief due to mistake in bid per Section 5103 of the CA Public Contract Code

The engineer's estimate for the project construction was $4,921,279. Staff has performed due diligence in reviewing the bids. Mountain Cascade, Inc. has been determined to be the lowest responsive bidder and has complied with all technical submittal requirements.

In September 2013, staff released a request for qualifications for consulting firms to perform construction management and inspection services for various pipeline projects throughout the City. A four member team of staff reviewed, scored and ranked the statements of qualification received. The review team determined the top rated firm was Psomas. Psomas has now provided Construction Management and Inspection Services on a number of pipeline projects for the City of Woodland and is very familiar with the City's engineering and construction standards and specifications.

SRF Funding Agreement

A draft funding agreement for the SRF loan is expected in early March 2016, with final loan approval anticipated to come before the City Council in April 2016. Although we do not yet have the fully-executed SRF loan agreement, staff is recommending that council authorize award of the construction contract to avoid delays in the delivery of recycled water to the City's contracted customers. Staff has been actively communicating with the State Water Resources Control Board, regarding the status of the loan, and we are confident that the agreement will be completed shortly.

While the contractor could potentially begin work on some items ahead of execution of the SRF loan and grant agreement, it is expected that the SRF agreement will be completed ahead of receiving the contractor's first pay request. However, because construction work completed ahead of the agreement would not be eligible for SRF funding, staff is recommending supplemental water enterprise fund appropriations, should they be needed.

The proposed construction contract with Mountain Cascade, Inc. is for an amount not-to-exceed $3,743,975. Staff is requesting that council approve a slightly higher than usual contingency at 20% ($748,795), to account for unforeseen conditions associated with constructing a new utility. The proposed contract with Psomas is for an amount not-to-exceed $528,006, and staff is requesting that council approve a 10% ($52,801) contingency.

All necessary permits, easements and rights of way have been acquired to construct the project. The construction contract provides 170 working days for completion of the project which excludes weekends, holidays, delays due to weather and lead time for ordering pipe material. Staff anticipates completion of the project in the fall of 2016.

Recycled Water Fill Station

As requested, staff has done some initial research regarding the implementation of a residential/commercial recycled water fill station program, based on what other neighboring communities have employed. The following is a brief bullet point list of some of the considerations for setting up fill stations in the City of Woodland.

- Regulatory Requirements: Preparation of a Title 22 engineering report for approval by the State Water Resources Control Board (SWRCB) and the Central Valley Regional Water Quality Control Board (CVRWQCB). We're estimating that this process could take 6 months or more to complete.
- Operational Requirements: The fill station would need to be staffed by an attendant during operational hours to log withdrawals and secure the site. Potential residents and commercial users would need to go through an application process which includes training prior to first use, a user agreement, and possibly issuance of a key/ID card. Maintenance staff would also need to service the stations periodically and as needed.
- Location: An appropriate site must be selected and potentially purchased to distribute the water. Other considerations will include traffic circulation, security, shelter for attendent, and convienence of access.

Given the information above, staff is requesting direction from council on whether or not to proceed with the development of a residential/commercial recycled water fill station program. If so, staff recommends establishment of a CIP project to fund, design, permit, maintain, and operate the program.

Conclusion

Staff recommends that the City Council:

6. Adopt Resolution No. _____, to award a construction contract in the amount of $3,743,975 to Mountain Cascade Inc. for CIP 15-10, Industrial Park Recycled Water Project and authorize a contract contingency of up to 20% ($748,795); and
7. Approve the reallocation of $550,000 of Sewer Enterprise Funds from the Industrial Park Recycled Water Project, CIP 15-10 to Treatment Plant - Export Biosolids, CIP 10-11; and
8. Authorize the reallocation of $250,000 of Water Enterprise Funds from the Water System Leak Detection and Repairs, CIP# 09-23 to Recycled Water Project CIP # 15-10, if the funds are needed to cover construction costs incurred ahead of execution of the SRF Loan agreement; and
9. Approve a consultant agreement for construction management and inspection services with Psomas in an amount up to $528,006 and authorize a contingency of up to 10% ($52,801); and
10. Provide direction to staff on whether or not to proceed with the development of residential/commercial recycled water fill station program for the City of Woodland.

Prepared by: Ed Wisniewski, Associate Civil Engineer

Reviewed by: Tim Busch, Principal Utility Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution
Attachment B - Consultant Agreement for Construction Management and Inspection Services

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING A CONSTRUCTION CONTRACT WITH MOUNTAIN CASCADE, INC. IN THE AMOUNT OF $3,743,975 FOR CIP 15-10, INDUSTRIAL PARK RECYCLED WATER PROJECT.

WHEREAS, the City of Woodland wishes to enter into a Construction Contract with Mountain Cascade, Inc. for CIP 15-10, Industrial Park Recycled Water Project; and

WHEREAS, the City Council wishes to approve a construction contract contingency of up to 20% ($748,975); and

WHEREAS, the City Council approved the plans and specifications and authorized advertisement for bids on October 20, 2015; and the City of Woodland advertised for bids on November 25, 2015; and

WHEREAS, on February 4, 2016 the City of Woodland received 12 bids, and Mountain Cascade, Inc. was determined to be the lowest responsive bidder with a base bid of $3,743,975; and

WHEREAS, $550,000 of Sewer Enterprise funding was borrowed from CIP 10-11, Treatment Plant – Export Biosolids, to fund the start-up costs for the Industrial Park Recycled Water Project, CIP 15-10; and

WHEREAS, the City Council wishes to approve the reallocation of $550,000 of Sewer Enterprise Funds from the Industrial Park Recycled Water Project, CIP 15-10 to Treatment Plant – Biosolids Removal, CIP 10-11; and

WHEREAS, $250,000 of Water Enterprise funding is available from CIP #09-23 to fund work that could potentially occur prior to execution of SRF funding agreement.

WHEREAS, the City Council wishes to approve a Construction Contract with Mountain Cascade, Inc., and authorize its execution through adoption of this Resolution.

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

Section 1. The City Council hereby approves the Construction Contract with Mountain Cascade, Inc. in the amount of $3,743,975 and approves a twenty (20%) percent construction contingency in the amount of $748,795. The City Manager is hereby authorized and directed to execute the contract, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 2. The City Council hereby authorizes the reallocation of $550,000 of Sewer Enterprise Funds from the Industrial Park Recycled Water Project, CIP 15-10 to Treatment Plant – Biosolids Removal, CIP 10-11.

Section 3. The City Council hereby authorizes the reallocation of $250,000 of Water Enterprise Funds from the Water System Leak Detection, Maintenance and Repairs, CIP 09-23 to the Recycled Water Program, CIP 15-10.

Section 4. The City Council hereby authorizes the City Manager to approve a consultant agreement with Psomas for construction management and inspection services for an amount up to $528,006 and a 10% contract contingency in the amount of up to $52,801.

Section 5. Copies of the Construction Contract and Consultant Agreement for Construction Management and Inspection Services 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 ___________ 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

PSOMAS

February 3, 2016

Balancing the Natural and Built Environment

Mr. Tim Busch, PE
CITY OF WOODLAND
300 First Street
Woodland, CA 95695

Subject: Proposal to Provide Construction Management and Inspection Services for the Industrial Park Recycled Water Project

Dear Tim:

Psomas is pleased to submit our proposal to provide construction management and inspection services on the above referenced project.

We understand that you would like Psomas to provide full time inspection services and half-time construction management services for the Industrial Park Recycled Water project (CIP No. 15-10). We will assign Bill Starck as the inspector. Fred Tadewaldt, PE will provide resident engineering and Kathy Huntziker administrative services on a half-time basis. Additional services will include Engeo for materials testing. It is assumed the Contractor will provide field office space as part of the construction contract. We will document and monitor the progress of the construction activities during the period of construction and will verify the Contractor complies with the Contract Plans and City Standards.

Our Inspector's standard duties will include:

- Provide daily inspection and documentation of all job related activities.
- Prepare and maintain thorough Daily Inspection Reports.
- Provide accurate measured quantities, review Pay Estimates submitted by Contractor, and prepare and submit monthly payment to the City for processing.
- Coordinate material testing
- Provide photographs of construction activities.
- Report all discrepancies requiring corrective actions.
- Maintain separate "As-builts".
- Develop "Punch List" items and follow-up with corrective measures.
- Worker interviews per Davis-Bacon requirements

Areas of inspection include:

- Asphalt removal and trench paving
- Trench excavation and backfill
- Pipeline installation and testing
- Utility restoration
- Pump station installation
- Chemical dosing station installation

1075 Creekside Ridge Drive
Suite 200
Roseville, CA 95678

Tel 916.788.8122
Fax 916.788.0600
www.Psomas.com

- SWPPP and erosion control
- Traffic control

RE Duties
- RFI response
- Submittal review
- Meeting coordination
- Review and log all test results.
- Change order negotiation and management
- Public relations.
- Start up and testing monitoring

Administrative Duties
- Prepare meeting agendas and minutes
- Maintain web based CM management system (Psomas's CM-DTS)
- Maintain hard copy files for delivery at project close
- SRF and DBE reporting and record keeping

Materials Inspection, Engeo
- Compaction testing of backfill, includes preparing curves
- Concrete testing
- AC testing
- Special and supplemental inspection

Based on your requested revisions in an e-mail dated December 23, 2015 our project assumptions have been updated as follows:

- Pre-Construction Phase - 16 working days (review plans, meet with contractor and design engineer, prepare contract file system)
- Construction Phase - 170 working days
- Post-Construction Phase - 21 working days (punchlist review, contract closeout)

TOTAL - 207 working days (WD)

- For budget purposes, we assume Inspection services at 8hrs/WD for a total of 1,656 hours. Additionally we assumed another 10% (170 hours) as overtime.

- We assume construction activity will occur during normal weekday hours at a standard 8 hour per day. The contractor will likely choose to work longer days on occasion based on activity requirements or to make up for delays.
- Notice to Proceed (NTP) expected February 29, 2016.

Predicated on the above, our opinion of probable cost is as shown below. Payment shall be based on an actual time & materials basis using the following rates:

DESCRIPTION	HOURS	RATE	TOTAL
Project Manager, Frank Martin	60	$195.00	$11,700.00
Inspector, Bill Starck (ST)	1,656	$140.00	$231,840

Inspector, Bill Starck (OT)	170	$189	$32,130
Project Assistance, Kim Yuson	40	$90.00	$3,600.00
Administrative, Kathy Huntzicker	828	$82.00	$67,896.00
RE, Fred Tadewaldt	828	$155.00	$128,340.00
Engeo, materials testing			$50,000.00
Subcontractor Markup		5%	$2,500.00
Subtotal			**$528,006.00**
Contingency (0%)			**$0**
TOTAL			**$528,006.00**

*Overtime is charged at 135% of straight time to account for time and a half payment to the inspector.

Any contingency shown is intended to cover a limited amount of unplanned expenses such as extra costs due to delay and additional project manager hours if needed for disputes/negotiations. No contingency has been added for this proposal.

We appreciate this opportunity to serve the City of Woodland. Should you have any questions or comments, please call.

Sincerely,
PSOMAS

Frank C. Martin III, PE, QSP, ENV-SP
Project Manager
Cc: Ed Wisniewski, PE

If this proposal is acceptable, please sign below and return to Psomas. Thank you.

____
Tim Busch
Principal Utilities City Engineer, City of Woodland

File #: 16-355, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Yolo County's Request to connect Westucky Water System customers to the City's Water and Sewer Utilities

Recommendation for Action: Staff recommends that the City Council:

1) Receive a report and provide feedback on the request received from Yolo County to connect parcels within unincorporated Yolo County to the City's water and sewer utility systems,
2) Direct staff to return to Council with Memorandum of Understanding and Out-of-Agency Service Agreement, as appropriate, addressing city interests.

Staff Contact

Paul Navazio, City Manager - 530 661-5800, paul.navazio@cityofwoodland.org

Fiscal Impact

There is no direct fiscal impact from the recommendations included in this staff report. However, should the City proceed to allow properties within unincorporated Yolo County to connect to the city's wet utilities, the properties would be subject to city connection fees and existing water and sewer charges. In addition, the project would be subject to applicable planning and permitting fees and the applicant (County) would be asked to cover any and all staff costs associated with this project.

Background

The Westucky Water System is a community water system serving 12 service connections and a population of almost 40 residents. The water system is located in unincorporated Yolo County serving residents on Aspen Street, north of Kentucky Avenue. The system consists of one well, a 750-gallon hydro-pneumatic tank and distribution system.

In 2000 and again in September 2007, pump failure caused the depressurization of the system and loss of water supply. The Water System is currently in violation of Title 22, Division 4, Chapter 15 and 17.5 of the California Code of Regulations. Specifically, the Water System has failed to perform the required water quality monitoring. Furthermore, routine total coliform testing has revealed contamination of the water supply.

To address issues caused by the failure of the Westucky Water System, Yolo County applied for, and was awarded, a Community Development Block Grant (CDBG) to construct a replacement well to serve the affected properties. However, as a result of further due diligence, the County has determined that it is not feasible to construct a new well with the awarded grant that will ensure compliance with state and federal water quality standards. As a result, the County has concluded that the only remaining viable option is to pursue connecting the subject properties to the City of Woodland's water system. In late January the County made a formal request to the City to allow and support the County's desire to design and construct connections to the City's utility system (see attached correspondence). Yolo County has further advised that the CDBG grant secured for this purpose requires that grant funds be expended by September 30, 2016.

Discussion

As part of the County's early review of options to address the failing Westucky Water System, city staff provided a memorandum outlining the city's initial set of requirements, consistent with considerations given to any new development project that requires (or requests) connection to the City's water system (see attachment 2). In addition, providing utility services to properties outside the city limits would require that the City initiate and seek approval from the Local Agency Formation Commission (LAFCO) of an out-of-agency service agreement.

Staff's initial assessment of requirements to connect Westucky properties to the city's water system fall under two categories. First are the specific requirements related to connection costs, fees, encroachment permits and standards which must be met in order to connect subject properties to the city's water system. Among these is also the requirement that all properties connected to the City water system must also connect to the city's sewer system. At present, the majority of Westucky properties are on a septic system for waste.

In addition, the city outlined an initial list of other considerations, to include concerns over potential health and safety code violations, inadequate infrastructure such as streets, sidewalks, curbs and gutters, and selected requirements that would come into play should the County contemplate future redevelopment of the properties, or should the city - at some future date - seek to annex the Westucky properties into the City.

Two additional factors that are worthy of consideration include whether connecting Westucky properties to the city utilities at this time advance or hampers potential future city interests related to development in and around Kentucky Avenue, juxtaposed against the impact of recent state legislation that could compel the city to "absorb" a failing, neighboring water system.

Staff is seeking Council feedback and direction on these and other considerations that may form the basis for the out-of-agency service agreement between the city and the property owners and/or a formal memorandum of understanding between the City and Yolo County that would be desirable as a condition of proceeding with connections to the City's water system.

Conclusion

Staff recommends that the City Council:

1) Receive a report and provide feedback on the request received from Yolo County to connect parcels within unincorporated Yolo County to the City's water and sewer utility systems,
2) Direct staff to return to Council with Memorandum of Understanding and Out-of-Agency Service Agreement, as appropriate, addressing city interests.

Prepared by: Paul Navazio, City Manager

Attachments:

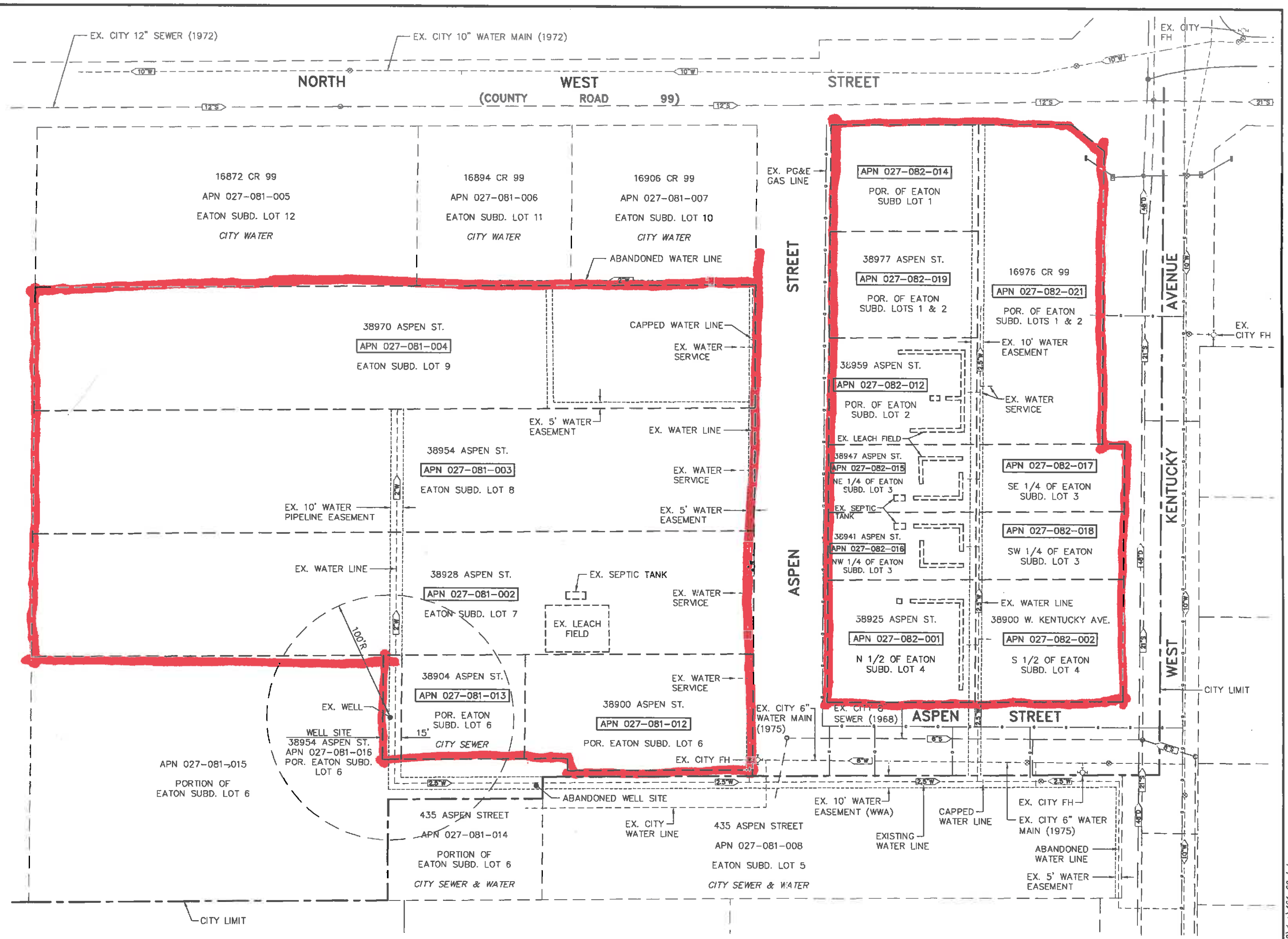
1) Map of subject properties
2) Correspondence from Yolo County requesting city cooperation with connecting Westucky to the City's water system
3) Staff memorandum, dated November 16, 2015, outlining city requirements/interests

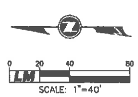
LEGEND

APN 027-081-005	PARCEL SERVED BY WWA (COUNTY ASSESSOR'S PARCEL NO.)
12"D	STORM DRAIN AND MANHOLE
8"S	SANITARY SEWER AND MANHOLE
	FIRE HYDRANT AND VALVE ASSEMBLY
6"W	WATER MAIN & VALVE
G	GAS MAIN
	PROPERTY LINE
	UTILITY EASEMENT LINE

NOTES

1. EXISTING EASEMENTS SHOWN ARE APPROXIMATE – **NOT** VERIFIED.
2. UTILITY LOCATIONS SHOWN ARE APPROXIMATE – NO TOPOGRAPHIC SURVEY AS BEEN PERFORMED.
3. PARCEL LINES PER COUNTY ASSESSOR'S MAP.





DESIGNED BY TGH			
DRAWN BY MSW			
CHECKED BY TGH			
REV.	DATE	DESCRIPTION	BY	APP'D.

LM LAUGENOUR AND MEIKLE
CIVIL ENGINEERING · LAND SURVEYING · PLANNING
608 COURT STREET, WOODLAND, CALIFORNIA 95695 · PHONE: (530) 662-1755
P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

BY ____ THOMAS G. HORGAN
DATE ____ EXPIRES 12-31-13

REGISTERED PROFESSIONAL ENGINEER · THOMAS G. HORGAN · No. 24772 · CIVIL · STATE OF CALIFORNIA

WESTUCKY WATER ASSOCIATION

COUNTY OF YOLO CALIFORNIA

WATER SYSTEM SITE PLAN

SCALE 1"=40'
CAD FILE: 464-62_1
DATE: 03-29-13
JOB NO. 464-62
SHEET 1 OF 1

X:\Land Projects\464-62\dwg\464-62_1.dwg

COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

January 29, 2016

Paul Navazio
City Manager
City of Woodland
300 First Street
Woodland, CA 95695

RE: Westucky Utility Connection

Dear Paul:

As you know, the County of Yolo has received a CDBG grant to assist with water issues for the residents and commercial businesses at Westucky. The County has completed its due diligence with respect to the available options and has determined that the only viable option is to connect Westucky to City of Woodland water.

On behalf of the County of Yolo, I request that the City of Woodland take the necessary steps to allow the County to design and construct connections for all commercial and residential buildings in Westucky to City utilities.

Yours truly,

Patrick Blacklock
County Administrator

Memorandum

TO: Ken Hiatt, Community Development Director

FROM: Bruce Pollard, Senior Civil Engineer

DATE: November 17, 2015

SUBJECT: Westucky Utility Connection

This is to follow up on our meeting with Brent Meyer, City Engineer, on November 13, 2015. The two follow up items are documenting City fee/inspection costs for connection of a SFD to the City's water and sewer utilities. There may be a commercial property involved in this project, but without further information we cannot estimate fees for the commercial property. The second item is other items of concern with serving or annexing the Westucky area.

Part I Costs

Please note that connection/MPFP fees are adjusted every January 1, and all other fees in the fee schedule are adjusted annually on July 1.

Water Connection Costs
Each house would have to pay:
Water impact $556
Surface water impact $2892
Surface water admin $22
AMR $206
For a total of $3676 per unit for Water

Sewer Connection Cost
Each house would have to pay an impact fee of $6,058 per unit.
For a total of $6,058 per unit for Sewer.

Permit Cost
This project would involve the construction a complete facility (e.g. water mains, laterals, valves, sewer mains, laterals, etc.) which would need City oversite (plan check and inspection). Unless the project became a City Capital Project, the City would administer the project through an encroachment permit.

Encroachment permits cost $156 for the permit plus a plan check and inspection fee of 12% of the cost of the first $50,000, 10% of the second $50,000, 9% of the next $100,000, 8% of the next $100,000 and 7% of the value of work over $300,000.

A $500,000 project would need to pay $42,156, for an encroachment permit, as an example.

<u>Part II Other Issues</u>

The area is technically in the County, therefore and interagency agreement, Council approval and processing through LAFCO are needed for the City to serve utilities.

Items that should be discussed during this process include:

- Eliminating all Health and Safety Code Violations from the houses
- Insuring all houses meet requirements for smoke alarms and CO detectors.
- Properly abandoning the well and septic systems
- Agreeing to annex into the City upon City request
- Agreeing that the City shall review any development in the area, and that all proposals be designed and constructed to City Standards, and that all impact fees be paid on any expansion or new construction of buildings.
- Easements will need to be dedicated for operation and maintenance of public utilities, and in instances where one property's lateral crosses another propert.
- Ultimately how to fund and construct civil infrastructure that is normally associated with urban development (i.e. street lights, paved roads, storm drain, sidewalk, hydrants, etc.)

CC: Brent Meyer
Paul Siegel
Lolly Weichel

Legislation Text

14.

File #: 16-312, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Fiscal Year 2015/16 Mid-Year Budget Update

Recommendation for Action: Information purposes only; no action required.

Staff Contact

Evis Morales, Finance Analyst - 530-661-5923, evis.morales@cityofwoodland.org

Fiscal Impact

This informational item presents the City-wide revenue and expenditure results through the first six (6) months of fiscal year 2015/16, as well as updated General Fund projections through the end of this fiscal year.

Report in Brief

The following represents selected highlights from the attached mid-year budget report:

- All Funds revenues through the second quarter of 2015/16 are $43.08 million, or 27% of the amended budget. General Fund revenues are $8.83 million or 20% of the amended budget, with many of the City's major tax revenues yet to be collected.

- Through the second quarter of FY2015/16, All Funds expenditures (not including encumbrances) totaled $60.88 million, or 35% of the amended budget. General Fund expenditures totaled $19.46 million, or 43% of the amended budget.

- Year-to-date General Fund revenues show $8.83 million received relative to the budget of $43.96 million. However, staff is projecting that revenues will end this fiscal year at $45.58 million, or $1.61 million over budget.

- General Fund expenditures for the first six months of operations are $19.46 million, or 43% of the amended budget of $43.96 million. Although year-to-date actuals show all departments are spending in line with their budgets through the first six months of operations, General Fund expenditures are projected to end FY2015/16 at $45.58 million. (The projected variances, described in more detail throughout this report, are largely offset by revenue and appropriation adjustments being recommended in a companion staff report).

- Based on the information presented herein, the General Fund is expected to realize a year-end fund balance of $11.31 million, or 27.7% or revenue. This compares favorably with the City Council's reserve policy of 20%, and exceeds the $9.42 million (23.9%) fund balance expected with the adoption of the FY2015/16 budget.

Discussion

This report summarizes the All Funds revenue and expenditure results for the first half of fiscal year 2015/16. In addition, the report highlights revenues and expenditures in the General Fund and updated projections for the General Fund results through the end of the fiscal year.

Based on revenue results through the first six months of fiscal year 2015/16, the City's General Fund revenue estimates indicate an increase over amended budget by $1.61 million. The variance is due primarily to better than expected Sales Tax revenues, other taxes such as Transient Occupancy Tax (TOT) and Document Stamp Tax, and revenues related to development and issuance of building permits.

During the FY15/16 budget preparation, staff assumed a 3% increase in assessed value and related property tax revenues over the FY2014/15 mid-year projected revenue. The City received its first installment of property taxes in February 2016, which indicates a 5.43% (secured and unsecured) increase over the FY2015/16 adopted budget. Motor Vehicle In Lieu revenues follows property tax changes and it is therefore projected to come in $105,222 over budget. The positive variance in miscellaneous revenues is primarily a result Federal/State reimbursements for Strike Team operations costs.

Based on the information presented herein, the General Fund is expected to end this fiscal year with a fund balance of $11.31 million, which at 27.7% of revenues compares favorably to the Council's reserve policy of 20%.

The updated five-year forecast for the General Fund, which will serve as the basis for development of the FY2016/17 budget, will be discussed in more detail at the Council's budget workshop scheduled for March 15.

Conclusion

This report represents an informational item and as such no Council action is required.

Prepared by: Evis Morales, Finance Analyst

Reviewed by: Kimberly McKinney, Finance Officer

Paul Navazio

Paul Navazio, City Manager

File #: 16-312, **Version:** 1

Attachment: Attachment A & B

ATTACHMENT A

ALL FUNDS REVENUES AND EXPENDITURES

Table 1 – All Funds FY2015/16 Revenues

FY2015/16 Revenues

	Original Budget	Amended Budget	Year-to Date Actuals	%
General Fund	$ 43,961,913	$ 43,961,913	$ 8,831,463	20%
Special Revenue	$ 6,991,558	$ 7,017,967	$ 1,862,678	27%
Debt Service	$ 2,595,582	$ 2,595,582	$ -	0%
Development/Capital	$ 15,914,137	$ 15,914,137	$ 4,220,228	27%
Enterprise Funds	$ 68,715,059	$ 68,715,059	$18,383,503	27%
Internal Service	$ 14,138,370	$ 14,138,370	$ 6,765,891	48%
Successor Agency	$ 956,161	$ 956,161	$ 170,327	18%
Agency	$ 5,058,681	$ 5,058,681	$ 2,842,994	56%
Total All Funds	$ 158,331,461	$ 158,357,870	$43,077,083	27%

- All Funds revenues through the second quarter of 2015/16 are $43.07 million, or 27% of the amended budget. General Fund revenues are $8.83 million or 20% of the amended budget, with many of the City's major tax revenues yet to be collected.
- Special Revenue fund revenues include many special assessment districts (i.e. lighting and landscaping districts) that receive revenue disbursements with the property taxes received by the City in January and May each year.
- Revenues in the Development/Capital funds include anticipated internal transfers to cover deficits within certain capital funds; these internal transfers will occur toward the end of the fiscal year, as actual results become known. The Measure E funds is also included in this category, and only a portion of the sales tax revenues associated with Measure E have been received to date.
- Enterprise Fund budgets assumed nearly $29.38 million in revenues from loan reimbursements due to the Surface Water Project and the Aeration Project, however, the reimbursements will be accounted differently and not as revenue per accounting rules therefore revenues will be lower than budgeted this fiscal year.
- Agency funds are primarily pass-through special assessment funds. The revenues collected year-to-date are as a result of Spring Lake private placement bonds.

Table 2 – All Funds Expenditures by Fund

FY2015/16 Expenditures				
	Original Budget	Amended Budget	Year-to Date Actuals	%
Internal Service	$14,474,846	$15,018,021	$7,534,165	50%
General Fund	$44,436,671	$45,285,197	$19,460,758	43%
Enterprise Funds	$55,509,262	$64,105,019	$14,986,075	23%
Special Revenue	$7,605,010	$15,622,456	$4,112,851	26%
Development/Capital	$8,454,565	$15,214,399	$9,242,591	61%
Successor Agency	$994,729	$994,729	$267,071	27%
Springlake	$2,620,195	$11,133,548	$56,117	0.50%
Debt Service	$2,599,593	$2,599,593	$769,934	30%
Agency	$5,579,264	$5,607,849	$4,455,254	79%
Total All Funds	$142,274,135	$175,580,811	$60,884,816	35%

- Through the second quarter of FY2015/16, All Funds expenditures (not including encumbrances) totaled $60.88 million, or 35% of the amended budget. General Fund expenditures totaled $19.46 million, or 43% of the amended budget.
- Enterprise funds totaled $14.98 million, or 23% of the amended budget. The expenditures are tracking below budget primarily because Capital Projects being underspent. Examples of such Capital Projects are Water Systems Maintenance and Repair project with a budget of $5.36 million and $4,235 in expenditures to date, New ASR Well Construction project with a budget of $8.37 million and $162,754 in expenditures to date, Recycled Water Project with a budget of $6 million and $196,304 in expenditures to date, Treatment Plant Bio-Solids project with a budget of $2.24 million and $34,282 in expenditures to date, or the Oxidation Ditch Aeration project with a budget of $6.4 million and $970,886 in expenditures to date.
- Special Revenue funds totaled $4.11 million, or 26% of the amended budget due to number of programs and projects incurring little to no expenses. These include approximately $500,000 in housing assistance funds that were not loaned within the first six months of the fiscal year, $400,000 related to a Parks grant in which $0 expenses have been incurred, with remaining attributed to grant funded Capital Projects being underspent. Examples of such Capital Projects are the East Main Street Improvement Project which has a budget of $1.69 million and $3,800 in expenditures to date or the I-5/County Road 102 Interchange Landscaping Project which as a budget of $1.76 million and $0 expenditures to date.
- Successor Agency fund totaled $267,071, or 27% of amended budget due to $578,653 in debt service payments not made yet this fiscal year.

- Debt Service expenditures occur in large payments at various times of the year, with many of the payments due in February. As a result, the year to date expenditure percentage appears low.

Table 3 – All Funds Expenditures by Department

FY2015/16 Expenditures	Original Budget	Amended Budget	Year-to Date Actuals	%
Administrative Services	$ 14,766,285	$ 14,934,574	$ 7,990,543	54%
Community Development	$ 6,077,977	$ 6,577,895	$ 2,835,567	43%
Community Services	$ 4,307,568	$ 5,578,550	$ 1,754,159	31%
Public Safety	$ 26,990,703	$ 27,196,160	$ 13,431,719	49%
Library	$ 1,789,132	$ 1,859,989	$ 999,174	54%
Public Works	$ 29,730,402	$ 31,857,753	$ 11,408,014	36%
Capital Improvements	$ 29,109,722	$ 58,073,543	$ 14,813,384	26%
Non-Departmental	$ 29,502,346	$ 29,502,346	$ 7,652,256	26%
Total All Departments	$ 142,274,135	$ 175,580,811	$ 60,884,816	35%

- At the end of the second quarter of fiscal year 2015/16, most departments appear to be tracking closely to budget.
- Community Services appears to be underspent in the first six month of activity. This is largely attributed to CDBG projects being underspent (current budget of $647k with only$109,256 of expenses), approximately $500,000 in housing assistance funds that were not loaned within the first six months of the fiscal year, and $400,000 related to a Parks grant which has yet to be expended.
- Public Works appears to be underspent in the first six months of activity primarily attributed to $4.98 million across all funds in equipment depreciation that has yet be recorded. Depreciation is typically recorded towards the end of the fiscal year.
- Capital Improvements totaled $14.81 million, or 26% of the amended budget. This is attributed to projects in the Enterprise and Special Revenue funds that have large budgets but minimal expenditures. See explanation for Enterprise and Special Revenue funds under Table 2.
- Non-Departmental –Due to scheduled transfers to among various funds that have yet to be transferred this category appears underspent year to date. These transfers includes a General Fund transfer of $4.56 million to the Measure E fund, $1.76 million transfer from Measure E fund towards the bond payment for Community Center/Sports Park, OPEB pre-funding at $817,227, $442,000 to Storm Drain and Cemetery funds, $249,758 General Fund transfer for the COPS grant, and $100,000 to the Facilities fund. Transfers are typically recorded towards the end of the fiscal year.

ATTACHMENT B

GENERAL FUND REVENUES AND EXPENDITURES

Table 1 – General Fund Revenues

FY2015/16 General Fund Revenues										
		Original Budget		Amended Budget		Year-to Date Actuals		FY2015/16 Projection		Difference Favorable (Unfavorable)
Property Tax	$	10,151,639	$	10,151,639	$	-	$	10,192,792	$	41,153
Sales Tax	$	18,489,878	$	18,489,878	$	3,658,800	$	19,122,738	$	632,860
Other Taxes	$	1,143,267	$	1,143,267	$	511,332	$	1,401,422	$	258,155
Franchise Fees	$	2,159,282	$	2,159,282	$	709,163	$	2,159,282	$	-
Licenses/Permits	$	1,679,785	$	1,679,785	$	1,077,810	$	1,874,353	$	194,568
Fines/Forfeitures	$	244,356	$	244,356	$	89,647	$	279,506	$	35,150
Service Charges	$	628,122	$	628,122	$	269,256	$	636,140	$	8,018
Motor Vehicle In Lieu	$	4,278,708	$	4,278,708	$	-	$	4,383,930	$	105,222
Intergovernmental	$	423,148	$	423,148	$	84,906	$	404,387	$	(18,761)
Lease/Interest Income	$	125,540	$	125,540	$	248,681	$	88,665	$	(36,875)
Miscellaneous	$	4,499,810	$	4,499,810	$	2,176,368	$	4,897,758	$	397,948
Transfers	$	138,378	$	138,378	$	5,500	$	138,378	$	-
Total General Fund	$	43,961,913	$	43,961,913	$	8,831,463	$	45,579,351	$	1,617,438

- General Fund year-to-date actuals show $8.83 million of $43.96 in revenues received; however, staff is projecting that revenues will come in over budget by $1.61 million by fiscal year end.
- The City expects its first installment of property taxes in January 2016, which is projected to have a 5.43% increase from the prior year (includes secured and unsecured); the FY2015/16 adopted budget assumed a 3% increase.
- Included in the projected Sales Tax revenues for FY2015/16 are several "clean-up" adjustments in the City's sales taxes totaling approximately $697,590 (an increase of $75,739 from the FY2015/16 adopted budget). This payment is not calculated as part of the baseline assumption for sales tax revenues moving forward. Moreover, staff projects year end positive variance of $632,860 in Sales & Use Tax made up of $493,794 in Bradley Burns (includes clean-up), $105,502 in Measure E, and $33,564 in Measures J. Measure E revenues do not remain in the General Fund, but are transferred out to a separate fund (506) throughout the year.
- The favorable variance in projected revenues from License/Permit fees is due to more development activity than originally anticipated, including some non-residential development as well as permits issued for single family homes.
- Motor Vehicle In Lieu follows property tax increases and it is projected to come in $105,222 over budget.
- The positive variance in Miscellaneous revenues is primarily a result Federal/State reimbursements for Strike Team operations costs.

Table 2 – General Fund Expenditures by Category

FY2015/16 General Fund Expenditures	Original Budget	Amended Budget	Year-to Date Actuals	FY2015/16 Projections	Variance Favorable/ (Unfavorable)
Personnel	$ 25,302,036	$ 25,405,037	$ 13,205,293	$ 26,604,034	$ (1,198,997)
Supplies & Services	$ 6,765,043	$ 7,391,109	$ 3,039,095	$ 7,726,135	$ (335,026)
Education & Training	$ 258,274	$ 303,102	$ 81,718	$ 306,227	$ (3,125)
Debt Service	$ 210,140	$ 210,140	$ 105,070	$ 210,140	$ (0)
Capital Expenditures	$ -	$ 63,664	$ 63,375	$ 63,664	$ (0)
Non-Discretionary	$ 5,727,519	$ 5,731,321	$ 2,960,705	$ 5,834,640	$ (103,319)
Operating Transfers	$ 6,173,659	$ 6,180,824	$ 5,502	$ 6,311,263	$ (130,439)
Total All Categories	$ 44,436,671	$ 45,285,197	$ 19,460,758	$ 47,056,103	$ (1,770,906)

- Through the second quarter of FY2015/16, General Fund expenditures total $19.46 million, or 43% of the adjusted budget and staff is projecting that overall expenditures will be over-budget by $1.77 million.
- Personnel costs are trending slightly over budget, with 52% of the budget spent through the second quarter. The unfavorable projection in this category is a result of several factors:
  - Because budgets have historically not been fully spent due to savings that result from vacancies as well as savings in discretionary costs, the adopted budget had assumed a Vacancy/Supplies & Services savings of $798,001, which was classified in the personnel category in the budget. Due to unforeseen items such as personnel over-time, few vacancies, and water utilities costs, the City can only count on minimal savings.
  - Personnel Over-time –Public Safety is expected to go over budget in the following areas: Police $186,637; Fire $416,531 (100% of this over-time cost as a result of Strike-Team Operations that are fully reimbursable by the Federal & State governments); the City is expecting reimbursement this fiscal year which has been included as revenue in the projected revenue assumptions.
  - Leave Buyout – this item is a benefit that can be used as time-off/vacation and a portion can also be cashed-out by city staff. Staff budgets for this item based on historical trends; however, for this fiscal year it is expected to be over-budget by $24,813.
  - Retirement – this personnel cost is projected to be over-budget by $142,780. The City's financial system budgets for this cost based on authorized employees their respective cost. As vacancies are filled or as there are personnel changes, actual cost can fall above or below budget expectations.

- Unemployment Insurance and Workers Compensation – these two items are expected to be over budget by a combined $93,675 due to Temporary Employee wages. The City's financial system does not budget for these items separately for temporary staff and are built into the temporary staff budget; however, as costs are incurred they are recorded in the correct personnel category.
- Lastly, there are some other areas in Personnel where staff is projecting some savings to offset the costs.

- Supplies & Services costs are projected to be over budget by $335,026. The overage is mostly due to the following:
  - City Council approved budget amendment in January 2016 for Building Inspection contract Services $130,000 and Utility Rate Assistance program $49,620. These are not reflected in the budget as of December 31, 2015.
  - Additional $50,000 in Utility Rate Assistance program budget based on unforeseen demand by qualified residents.
  - Parking program correction costs of $44,000. The City is also expecting $41,040 in revenue that will off-set this expense with a net impact of $2,960.
  - Police - In-state prisoner transport and out-of-state extradition. This expense is running higher than budgeted and is expected to be over-budget by $16,146.
  - Police – police is in need of $13,544 to carry-out another 10 background checks. This will assist the City with filling three (3) vacancies with the best candidates.
- Non-discretionary category is projected to be over budget due utility (water and electric) costs. This item was budgeted lower than what staff is now projecting and this correction accounts for $91,521. Also affecting the non-discretionary budget is the approval of utilization of older police vehicles for use in the Police Volunteer program. Staff expects a cost of $15,900 for the annual maintenance of these vehicles.
- Operating Transfers consist primarily of the transfer of Measure E sales tax received to the capital projects fund, as well as the subsidy for the Storm Drain and Cemetery operations. Because only a small portion of Measure E revenues have been received in the first six months of this fiscal year, the transfers have not yet been recorded. Other fund subsidies are typically recorded toward the end of the fiscal year, when more accurate information is available regarding the subsidies actually required.

  - Operating Transfers are projected to be over budget as a result of better than expected revenues from Measure E of $105,502. Measure E funds are normally received as revenue into the General Fund and then transferred out to a separate fund.
  - The other major item that is affecting the operating transfer budget is an additional expense for the General Plan approved as a contract amendment by City Council in November 2015. $21,600 represents the General Fund's share

and subsequently, these funds are then transferred to the Capital Projects fund (501) to be spent on General Plan consulting expenses.

Table 3 – General Fund Expenditures by Department

FY2015/16 General Fund Expenditures	Original Budget	Amended Budget	Year-to Date Actuals	FY2015/16 Projections	Variance Favorable/ (Unfavorable)
Administrative Services	$ 2,740,312	$ 2,836,221	$ 1,409,451	$ 3,008,860	$ (172,639)
Community Development	$ 2,556,920	$ 2,863,670	$ 1,359,160	$ 2,950,262	$ (86,592)
Community Services	$ 3,163,258	$ 3,221,897	$ 1,258,324	$ 3,195,599	$ 26,298
Public Safety	$ 25,946,648	$ 26,152,105	$ 13,079,857	$ 26,730,535	$ (578,430)
Library	$ 1,669,847	$ 1,720,786	$ 926,981	$ 1,766,411	$ (45,625)
Public Works	$ 2,799,169	$ 2,928,337	$ 1,307,271	$ 2,917,152	$ 11,185
Non-Departmental	$ 5,560,517	$ 5,562,180	$ 119,714	$ 6,487,284	$ (925,104)
Total All Departments	$ 44,436,671	$ 45,285,197	$ 19,460,758	$ 47,056,103	$ (1,770,906)

- General Fund expenditures by Department for the first six months of operations are $19.46 million, or 43% of the amended budget. Although year-to-date actuals show all departments are spending in line with their General Fund budgets through the first six months of operations, FY2015/16 end-of-year projections indicate expected overages in most department budgets:
  - Administration is expected to go over budget due to $99,620 in additional funding for the Utility Rate Assistance Program (Measure J) and $73,019 in additional expenses in Personnel due to recent employment agreement changes not known during the budget process.
  - Community Development overage is mostly due primarily to overages in contract services for building inspection, resulting from increased building activity. (City Council approved a budget amendment in January 2016 of $130,000 for this item, but it is not reflected as of December 31). This budget variance is partially offset by projected savings in Personnel of approximately $43,408 for a net impact of $86,592.
  - Anticipated savings in Community Services relate primarily to Personnel. Staff is correcting for under-budgeting PG&E expenses by $55,680; however, staff is also projecting saving is Personnel of approximately $81,979 for a favorable net impact of $26,298.
  - Public Safety overages are expected from costs exceeding budget in overtime (Police Operations and Strike Team Operations) and other personnel related items for a projected total of $469,140 over the amended budget. Non-personnel additional expenses include increased cost for in-state prisoner transport and out-of-state extradition, background checks, booking fees, parking expense

corrections, and the Volunteer Program annual vehicle maintenance cost. These total $109,290.

- o Library is expected to go over department budget by $45,625. This is attributed mostly to Personnel costs exceeding budget by $23,659 (mostly related to Temporary staff wages), and a PG&E utility correction of $18,841.
- o Public Works is expected to have a favorable savings of $11,185 at year end due to a projected $39,435 in Personnel savings. This savings, however, is offset by $28,250 in additional expenses related to Brooks Pool utility costs, additional funds for the Brooks Pool electrical panel upgrade, and a portable backstop replacement for Clark Field (safety need).
- o Non-departmental is also showing a project unfavorable variance due to vacancy/supplies & services savings of $798,001 that will not be realized. There are also two transfers that are affecting this budget category - planned increase in Measure E transfer for Capital Projects due to better than expected revenue of approximately $105,502 and a transfer of $21,600 for the General Plan consultant contract amendment as approved by City Council in November 2015.

Table 4

General Fund	Mid-Year Proposed FY2014/15	Unaudited Actuals FY 2014/15	Difference	Amended FY2015/16	Proposed Amendment FY2015/16	Difference
Beginning Balances	$ 11,307,021	$ 11,307,021	$ -	$ 11,940,363	$ 11,940,363	$ -
Revenues	$ 42,658,922	$ 44,970,480	$ 2,311,558	$ 43,961,913	$ 45,579,351	$ 1,617,438
		6.4%				
Expenditures (Includes Measure J)	$ 44,314,947	$ 42,576,836	$ (1,738,111)	$ 44,990,059	$ 46,581,345	$ 1,591,285
		0.3%				
Annual Surplus/Deficit	(1,656,025)	2,393,644	573,447	(1,028,146)	(1,001,994)	26,153
One-Time Expenses				(474,758)	(474,758)	0
Measure J Unspent Fund Balance		(912,343)				
General Fund Loan Repayments						
Unreserved Fund Balance	$ 9,454,493	$ 12,788,322	$ 3,333,829	$ 10,437,459	$ 10,463,612	$ 26,153
FY15 Encumbered/Uencumbered Carry-Over to FY16		(847,959)		847,959	847,959	0
Budget Amendments Thru 01-20-16	(122,274)					
Ending Unreserved Fund Balance	$ 9,332,219	$ 11,940,363	$ 2,608,144	$ 11,285,418	$ 11,311,571	$ 26,153
Percentage (E.U.F.B./Revenues)	25.7%	29.5%		28.6%	27.7%	
Reserve Policy $	$ 4,726,650	$ 5,254,369	$ 527,719	$ 7,879,502	$ 8,181,890	$ 302,388
Reserve Policy %	13.00%	13.00%		20.00%	20.00%	
"Excess" Fund Balance (over Reserve Target)	$ 4,605,569	$ 6,685,995	$ 2,080,426	$ 3,405,916	$ 3,129,681	$ (276,235)

During development of the FY2015/16 adopted budget and currently reflected in the amended budget, revenues were assumed to be $43.96 million; staff is projecting that actual results will come in over that target by $1.61 million. This variance is due primarily from better than anticipated sales/other taxes and development permit fee revenues.

Currently reflected in the FY2015/16 amended budget, expenditures are assumed to be $45.46 (on going operation budget of $44.99 million plus $474,758 in one-time expenses) million; staff is projecting that actual results will come in over budget by $1.59 million. The unfavorable variance is expected to be a result of mostly a vacancy/services/services savings assumption that is not expected to materialize, staff over-time in Public Safety (including reimbursable Strike Team Operations), building inspection contract services, costs related to the Utility Rate Assistance Program, and Utility costs.

Total ending Unreserved Fund Balance in the General Fund is projected to be $11.31 million or 27.7% of revenue for FY2015/16 after factoring in Council approved FY2015/16 budget amendments and prior year budget carry-over.

Legislation Text

15.

File #: 16-313, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: February 16, 2016

SUBJECT: Fiscal Year 2015/16 Mid-Year Budget Amendments

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the amendments to the Fiscal Year 2015/16 Annual Budget totaling $11,098,221, which includes the budgets for Capital Improvement Program, the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency

Staff Contact

Evis Morales, Finance Analyst - (530) 661-5923, evis.morales@cityofwoodland.org

Fiscal Impact

The proposed action will authorize recommended supplemental budget appropriations of $11,098,221 necessary in support of operational expenditure adjustments, across a variety of city funds, including the General Fund ($1.6 million), Employee Benefits Fund ($838,000), Enterprise Funds ($23,500), Gas Tax ($6,360), Springlake Administration ($15,000), Community Facilities District #2 Springlake Debt Service fund ($8.6 million), and the Library Trust Fund ($25,000).

Background

On June 16, 2015, the City Council adopted a budget totaling $142,274,135 in annual appropriations in support of City-wide operations and Capital Improvement Projects, including expenses related to the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency. During the first six months of the fiscal year, the City Council has also approved $33.86 million in budget amendments which include prior fiscal year carryovers (operations and capital projects), Capital Improvement project additional appropriations, and other staff requested budget augmentations and corrections.

Included on this evening's agenda, the City Council is receiving the FY15/16 Mid-Year Budget Report presenting revenues and expenditure results through the first six months of the fiscal year along with updated projections for the remainder of the fiscal year.

In conjunction with the Mid-Year budget update, staff is requesting that the City Council authorize, by resolution, amendments to the FY15/16 budget across various funds, including amendments to conform to previously-approved City Council actions.

Discussion

Staff is requesting formal Council action for supplemental FY15/16 budget appropriations totaling $11,098,221summarized, by fund, as follows:

General Fund: This action authorizes an additional expenditure of $1,591,286, of which $563,073 is offset by anticipated additional revenue.

1. *Utility Rate Assistance Program* - an additional $50,000 is being requested to meet a demand based on qualified applications the City has received to date. Funding will come from Measure J unappropriated funds.

2. *PG&E expense correction* - additional budget of $55,680 is needed to meet expected utility expenses for the Community Center. The adopted budget was low and this amendment will meet the projected use.

3. *Brooks Pool* - During the adoption of the FY15/16 budget funding was approved for an electrical panel upgrade for Brooks Pool. The project is now expected to exceed funding by $5,000.

4. *Booking Fees* - There was a considerable increase in bookings in FY15 resulting in an increase in cost. Staff is requesting $20,000 to cover FY15 expenses that are billed to the City by the County Sherriff's Department and paid for in FY16.

5. *Parking Fines* - Staff is requesting $44,000 to correct a parking related expense. This appropriation will cover the county's share of parking revenue and the payments for the parking citation and collections service. Staff is also expecting $41,040 in associated revenue that will offset the expense; net impact will result in $2,960 in expenses.

6. *Background checks* - Police is in need of $13,544 to carry out an additional ten background checks. This will assist the City with filling three (3) vacancies with the best candidates.

7. *Police Volunteer Program* - since the implementation of the program, older police vehicles have been made available for utilization by volunteers; however, staff expects a cost of $15,900 for the annual maintenance of these vehicles.

8. *Extradition* - Costs for police in-state prisoner transport and out-of-state extradition are running higher than budgeted and additional appropriations of $16,146 are needed.

9. *Strike Team Operations* - Fire Operations is expected to be over-budget by $416,531due to unforeseen strike team activities, however, all costs will be offset by reimbursements from Federal/State agencies; there will be no net impact to the General Fund.

10. *Education Incentive* -a budget correction for an MOU benefit for Library staff requires an additional $3,125 in appropriations.

11. *PG&E expense correction* - additional budget of $18,841 is needed to meet expected utility expenses for the Library. The adopted budget was low and this amendment will meet the projected use.

12. *Portable Back-Stop* - The volunteer group that operates Clark Field has submitted a repair list to the City. Of this list, the portable backstop replacement was identified as a critical safety concern. Staff is recommending an appropriation of $6,250.

13. *Brooks Pool Utility costs* - staff is projecting that an additional $17,000 will be needed to pay for natural gas and electric expenses related to the City's use of the pool.

14. *General Plan Expense* - In November 2015, City Council approved an amendment to the consultant contract for the General Plan. $21,600 represents the General Fund's share and subsequently, these funds are then transferred to the Capital Projects fund (501) to be spent on General Plan consulting expenses.

15. *Measure E Transfer* - This expense is projected to be over budget as a result of better than expected revenues from Measure E of $105,502. Measure E funds are normally received as revenue into the General Fund and then transferred out to a separate fund for use on approved items.

16. *Personnel Vacancy/Supplies-Services Savings Factor* - The adopted budget had assumed a Vacancy/Supplies & Services savings of $798,001 that had been coded to Personnel in the City's accounting system. Due to unforeseen items such as personnel over-time and water utilities costs, the City can only count on very minimal savings and is therefore requesting an appropriation in the amount of $782,467 to account for the savings factor.

<u>Vehicle Maintenance Fund</u>: Two vehicles, #500 and #573, have been assigned to staff paid out of the Water and Sewer Enterprise funds. This correction will adjust budget to for maintenance from the Water and Sewer funds and save the Vehicle Maintenance fund $10,542.

<u>Benefits Fund</u>: The FY2015/16 budget included OPEB prefunding contributions of $838,603 across all City funds. These funds contribute their share of the OPEB payment to the Benefit Internal Service Fund, which in turn makes a contribution to the irrevocable trust established with PARS in 2014. While each fund's OPEB contribution has been included in the budget, the actual contribution to the trust was not budgeted from the internal service fund; this appropriation will correct that oversight.

<u>Water Enterprise Fund</u>: Additional appropriations are needed to correct the budget for annual maintenance costs for vehicle #500 in the amount of $6,987.

<u>Sewer Enterprise Fund</u>: This item corrects budget for vehicle #573 and adds $3,555 for vehicle maintenance costs. This adjustment also corrects a maintenance rate for vehicles #810 & #641 where the maintenance cost of $1,261 needs to be added to this fund and removed from the Storm Drain fund.

<u>Storm Drain Fund</u>: This item corrects a maintenance rate for vehicles #810 & #641 where the maintenance cost of $1,261 needs to be removed from this fund and added to the Sewer Enterprise fund.

<u>Recreation Enterprise Fund</u>: This item adds $13,000 for contract classes at the community center. This expense will only be needed if there is community interested and fees are collected to add classes. Revenue in the same amount will be added to the budget for a net impact of $0.

<u>Gas Tax Fund</u>: This item adds $6,630 in appropriations to install an Audible Pedestrian Signal at one intersection. This item has been fully funded by a donation received by the City from the Out-A-Sight Group.

The net impact to the fund will be $0.

Springlake Administration Fund: $15,000 is needed to pay for a Park SLIF (Spring Lake Infrastructure Fee) study. The study was used to determine appropriate fees related to parks to be built in Spring Lake, which was prompted by park purchase agreements entered into during FY2015/16. The study also informed the staff recommendation for fees approved by City Council at the February 2, 2016 meeting.

Community Facilities District #2 Springlake Debt Service: In FY15 and FY16, the City issued private placed bonds to facilitate development in Spring Lake. The City is contractually required to use the proceeds of bond issuances to reimburse first release property owners for oversizing of infrastructure in Spring Lake. Bond proceeds received that need to be reimbursed total $8.22 million, and an appropriation is needed to accomplish the reimbursements. Included in the $8.2 million are $2.84 million in revenues that were received in FY16, and the remaining $5.38 million is included in fund balance, which is the amount that will be the net budgetary impact to this fund for FY16.

Library Trust Fund: The library was awarded a series of grants this fiscal year and therefore an additional appropriation of $25,075 is needed in order to spend grant proceeds. Grant funds will be spent on activities such as Commit2Fit wellness program, mobile libraries on bicycles, staff development, Literacy Council training, "growing readers" materials, story time garden, and large print books.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, authorizing the amendments to the Fiscal Year 2015/16 Annual Budget totaling $11,098,221, which includes the budgets for Capital Improvement Program, the Woodland Finance Authority and the Successor Agency of the former Redevelopment Agency.

Prepared by: Evis Morales, Finance Analyst

Reviewed by: Kimberly McKinney, Finance Officer

Paul Navazio

Paul Navazio, City Manager

Attachment: Exhibit 1 - Mid-Year Adjustments Table
Budget Resolution
Attachment 1 - Appropriations by Fund

MID-YEAR ADJUSTMENT LISTING BY FUND

Fund Title	**Fund**	**Division**	**Expense Acct No.**	**Dept**	**Description**	**Total**	**Offsetting Revenue**	**Net Impact**
Vehicle Maintenance Fund	010	084	010-084-7841-5681	Public Works	Variable rate for #500 should be paid by Water and rate for #573 should be paid by Sewer	**(10,542.00)**		**(10,542.00)**
Benefits Fund	013	031	013-031-7313-5620	Finance	OPEB additional payment	**838,603.00**		**838,603.00**
General Fund	101	038	101-038-7333-5262	Admin Services	Additional funds needed for Utility Assistance Program	**50,000.00**		**50,000.00**
General Fund	101	041	101-041-7411-5636	CSD	PGE expense correction	**55,680.00**		**55,680.00**
General Fund	101	048	101-048-****-5940	Public Works	Additional budget for pool panel upgrade	**5,000.00**		**5,000.00**
General Fund	101	051	101-051-7510-5262	PD	Booking Fees - considerable increase in FY15 bookings, resulting in an increase to the cost in FY16	**20,000.00**		**20,000.00**
General Fund	101	052	101-052-7524-5262	PD	Parking related accounting clean-up- revenue associated with correction	**44,000.00**	41,040.00	**2,960.00**
General Fund	101	053	101-053-7509-5262	PD	A full background for police officer positions. There are currently 3 backgrounds in progress and we project at least another 10 to fill the current vacancies.	**13,544.00**		**13,544.00**
General Fund	101	053	101-053-7552-5681	PD	Police Volunteer Program Annual Vehicle Maintenance	**15,600.00**		**15,600.00**
General Fund	101	054	101-054-7531-5262	PD	Extradition - This line item includes in-state prisoner transport and out-of-state extradition.	**16,146.00**		**16,146.00**
General Fund	101	062	101-062-7618-5113	Fire	Strike Team Operations- revenue associated with correction	**416,531.00**	416,531.00	**-**
General Fund	101	071	101-071-7710-5340/1	Library	Education Incentive $1,250 GF; $1875 Measure J	**3,125.00**		**3,125.00**
General Fund	101	071	101-071-7710-5636	Library	PGE Utilities expense correction	**18,841.00**		**18,841.00**
General Fund	101	088	101-088-7421-5240	Public Works	Portable Backstop - safety concern	**6,250.00**		**6,250.00**
General Fund	101	088	101-088-7423-5636	Public Works	Needed to meet projected utility expenditures for natural gas and electrical.	**17,000.00**		**17,000.00**
General Fund	101	093	101-093-7390-5910	Non-Departmental	General Plan expenditure transfer to Fund 501	**21,600.00**		**21,600.00**
General Fund	101	093	101-093-7390-5940	Non-Departmental	Measure E increase in revenue transfer	**105,502.00**	105,502.00	**-**
General Fund	101	096	101-096-7399-5199	Non-Departmental	Personnel/Supplies/Services Savings Factor projected to not be achieved	**782,467.00**		**782,467.00**
Water Enterprise	210	086	210-086-7852-5681	Public Works	Adds variable rate for #500	**6,987.00**		**6,987.00**
Sewer Enterprise	220	086	220-086-7853-5681	Public Works	Adds variable rate for #573 and swap rate for 810/641	**4,816.00**		**4,816.00**
Storm Drain	221	086	221-086-7856-5681	Public Works	Swap rate for 810/641	**(1,261.00)**		**(1,261.00)**
Recreation Enterprise	253	043	253-043-7462-5262	CSD	Contract classes - will only be spent if fees are collected to spend	**13,000.00**	13,000.00	**-**
Gas Tax	355	083	355-083-7834-5226	Public Works	Audible Pedestrian Signal - paid for by donation	**6,360.00**	6,360.00	**-**
Springlake Admin	601	032	601-032-7327-5262	Finance	Park SLIF Study	**15,000.00**		**15,000.00**
CFD#2 SPRINGLAKE DEBT SERVICE	870	096	870-096-7909-5630	Non-Departmental	Reimbursement to SL First Release	**8,224,857.00**	2,842,900.00	**5,381,957.00**
CFD#2 SPRINGLAKE DEBT SERVICE	870	096	870-096-7935-5420	Non-Departmental	Springlake Debt Service on Private Placement Bonds	**207,690.00**		**207,690.00**
CFD#2 SPRINGLAKE DEBT SERVICE	870	096	870-096-7936-5420	Non-Departmental	Springlake Debt Service on Private Placement Bonds	**141,350.00**		**141,350.00**
CFD#2 SPRINGLAKE DEBT SERVICE	870	096	870-096-7941-5435	Non-Departmental	Cost of issuance for SL Private Placement Bonds	**35,000.00**		**35,000.00**
Library Trust Fund	917	071	917-071-7715-5226	Library	Library grant related activities and supplies	**25,075.00**	25,075.00	**-**
						11,098,221.00	**3,425,333.00**	**7,647,813.00**

Summary - Recommendation By Fund

	Recommended	Revenue Offset	**Net Impact**
Equipment Services	(10,542)	-	**(10,542)**
Benefits Fund	838,603	-	**838,603**
General Fund	1,591,286	563,073	**1,028,213**
Water Enterprise	6,987	-	**6,987**
Sewer Enterprise	4,816	-	**4,816**
Storm Drain	(1,261)	-	**(1,261)**
Recreation Enterprise	13,000	13,000	**-**
Gas Tax	6,360	6,360	-
Springlake Admin	15,000	-	**15,000**
CFD#2 SPRINGLAKE DEBT SERVICE	8,608,897	2,842,900	**5,765,997**
Library Trust Fund	25,075	25,075	-
Totals	**11,098,221**	**3,450,408**	**7,647,813**

RESOLUTION NO: _______________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING AMENDMENTS TO THE FISCAL YEAR 2015-2016 ANNUAL BUDGET

WHEREAS, a balanced annual budget for the City of Woodland was prepared for fiscal year 2015-2016 and adopted by the City Council on June 16, 2015; and

WHEREAS, the adopted budget also included the fiscal year 2015-2016 budgets for the Woodland Finance Authority and the Successor Agency to the former Woodland Redevelopment Agency; and

WHEREAS, the budget for Capital Improvement Plan for fiscal year 2015-2016 was also prepared; and

WHEREAS, a revised annual budget has been prepared for fiscal year 2015-2016; and

WHEREAS, all appropriations for the prior fiscal year shall lapse at the end of fiscal year 2015-2016 and any remaining amounts shall be credited against their respective fund balances, except for:

a. Any unexpended but encumbered amounts for specific orders outstanding at the end of the Fiscal Year, and
b. Any appropriations for incomplete capital projects at the end of fiscal year 2015-2016; and

WHEREAS, for these exceptions, such carry-overs may be made without further City Council action,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND HEREBY RESOLVES:

Section 1. The 2015-2016 Annual Revised Budget is hereby amended to include supplemental appropriations totaling $11,098,221 shown in Attachment 1.

Section 2. Appropriations are hereby made at the individual fund level. The City Manager and Finance Officer are authorized to make budgetary transfers within an individual fund, so long as total appropriations for such fund remain unchanged. Interfund loans and/or transfers necessary to support fund level appropriations are hereby approved and authorized. Any changes to total fund level appropriations require further Council action.

Section 4. The City Manager and Finance Officer are hereby authorized to implement this resolution, including issuing the 2015-2016 Revised Budget, together with any non-substantive corrections to the preliminary budget adopted by this Council.

RESOLUTION NO: _______________

PASSED, APPROVED, AND ADOPTED THIS ______ DAY OF _______________, 2016.

STATE OF CALIFORNIA
COUNTY OF YOLO ss.
CITY OF WOODLAND

I, ________________________________, City Clerk of the City of Woodland, County of Yolo, State of California do hereby certify that the foregoing Resolution No. ___________ was regularly adopted by the City Council of said City of Woodland at a regular meeting of said council held on the __________ day of _______________, 2016, by the following vote:

AYES:	Council members:	______________________________
NOES:	Council members:	______________________________
ABSENT:	Council members:	______________________________
ABSTAIN:	Council members:	______________________________

____
Mayor, Tom Stallard

Attest:

_____________________________________,
City Clerk, Ana B. Gonzalez

CITY OF WOODLAND
FISCAL YEAR 2015/16
TOTAL APPROPRIATIONS BY FUND

Fund	Title	Adopted FY 2015/16	*Council Approved Appropriations	Recommended Mid-Year Adjustments	Amended FY2015/16
010	EQUIP SERVICES	$2,565,051	3,000	10,542-	2,557,509
011	FACILITIES REPLACEMENT	100,000	0		100,000
012	EQUIPMENT REPLACEMENT	934,006	587,361		1,521,367
013	BENEFITS FUND	7,175,823	0	838,603	8,014,426
015	INFORMATION SYSTEMS FUND	2,063,406	70,717		2,134,123
091	SELF INSURANCE	1,636,560	0		1,636,560
101	GENERAL FUND	44,436,671	1,028,146	1,591,286	47,056,103
210	WATER ENTERPRISE FUND	27,603,786	4,622,999	6,987	32,233,772
220	SEWER ENTERPRISE FUND	23,439,571	3,936,563	4,816	27,380,950
221	STRM DR ENTERPRISE FUND	1,359,599	24,851	1,261-	1,383,189
222	WASTEWATER PRE-TREATMENT	579,591	1,054		580,645
240	CEMETERY	411,401	0		411,401
250	RECYCLING	243,026	265,291		508,317
252	CONST/DEMO DEBRIS RECYCLE	34,262	0		34,262
253	RECREATION ENTERPRISE	364,284	0	13,000	377,284
280	TRANSIT SYSTEM	1,473,742	0		1,473,742
301	LITERACY GRANT	82,491	19,918		102,409
320	COMMUNITY DEV. BLOCK GRNT	651,554	400,778		1,052,332
321	OFF-SITE AFFORD HOUSING	0	171,219		171,219
322	SUPPORT HOUSING PROGR	201,188	18,645		219,833
323	HOME GRANT	0	417,465		417,465
324	HOUSING ASSISTANCE GRANTS	0	73,412		73,412
325	WORFORCE HOUSING GRANT	0	400,000		400,000
326	HOUSING ASSISTANCE	8,800	4,352		13,152
340	POLICE GRANTS	374,758	0		374,758
349	LOCAL LAW ENFORCEMENT BL	1,382	0		1,382
350	COPS MORE TECH GRANT	7,968	0		7,968
351	TRANSPORTATION GRANT	0	5,321,306		5,321,306
352	SLESF	117,155	0		117,155
353	PROPISTION 172	529,423	0		529,423
354	TRANS DVLP (SB325)	1,647,288	5,966		1,653,254
355	GAS TAX-2106 (SELECT)	1,310,267	12,103	6,360	1,328,730
357	ASSET FORFEITURE FUND	25,000	0		25,000
358	HOUSING MONITORING FUND	12,387	0		12,387
359	FIRE SUPPRESSION DISTRICT	3,500	0		3,500
365	ENVIRONMENTAL COMPLIANCE	179,220	1,120,636		1,299,856
381	GIBSON RANCH L&L	792,582	343		792,925
383	N PARK L&L DISTRICT	27,129	0		27,129
384	SP ASSESS STRENG PD LAND	24,897	0		24,897
386	USED OIL RECYCLING GRANT	16,000	24,610		40,610
387	WOODLAND WEST L&L	23,112	0		23,112
389	SPRINGLAKE L&L	1,013,805	1,029		1,014,834
391	SPORTS PARK O&M CFD	399,615	25,663		425,278
392	GATEWAY L&L	118,695	0		118,695
501	CAPITAL PROJECTS	105,641	295,762		401,403
506	MEASURE E	4,332,341	3,287,140		7,619,481
510	GENERAL CITY DEVELOPMENT	135,525	658,097		793,622
522	RECOGNIZED OBLIGATION RETIREMENT F	994,729	0		994,729
523	RDA 07 TAB BOND PROCEEDS	0	1,048,740		1,048,740
540	PARK & RECREATION DVLP	1,859,321	7,470		1,866,791
550	POLICE DEVELOPMENT FUND	70,364	0		70,364
560	FIRE DEVELOPMENT	181,121	0		181,121
570	LIBRARY DEVELOPMENT FUND	87,587	0		87,587
581	STORM DRAIN DEVELOPMENT	353,981	1,326,727		1,680,708
582	ROAD DEVELOPMENT	1,052,351	133,497		1,185,848
583	TREE RESERVE	0	2,400		2,400
584	WATER DEVELOPMENT FUND	69,799	0		69,799
585	SEWER DEVELOPMENT FUND	67,441	0		67,441
593	GIBSON RANCH INFRA-STRUC	990	0		990
594	SPRING LAKE CAPITAL	138,103	0		138,103
601	SPRINGLAKE ADMINISTRATION	198,612	2,983	15,000	216,595
640	SLIF PARKS & RECREATION	621,583	63,667		685,250
681	SLIF STORM DRAIN FUND	1,250,000	1,981,496		3,231,496
682	SLIF STREET IMPROVEMENT	550,000	6,472,805		7,022,805
684	SLIF WATER FUND	0	7,599-		7,599-
821	RDA 2007 TAB	0	28,585		28,585
830	SOUTHEAST AREA DEBT SERV	1,674,120	0		1,674,120
850	EAST MAIN ASSESS DIST 90	1,245,779	0		1,245,779
870	CFD#2 SPRINGLAKE DEBT SRV	2,615,424	0	8,608,897	11,224,321
882	2012 LEASE REFUNDING	1,058,504	0		1,058,504
883	2014 REFUNDING LEASE REV BONDS	1,541,089	0		1,541,089
915	RECREATION CONTRACT TRUST	43,941	0		43,941
917	LIBRARY TRUST FUND	36,794	0	25,075	61,869
	Totals	**$142,274,135**	**$33,859,198**	**$11,098,221**	**$187,231,554**

**** Additional Appropriations to Funds previously approved this fiscal year by City Council (this includes Purchase Order Roll-overs included in Budget Adoption Resolution approved on 06-16-15)***