City of Woodland

300 First Street
Woodland, CA 95695

Meeting Agenda

City Council

Tuesday, April 19, 2016 | **6:00 PM** | **Council Chambers**

CITY COUNCIL
CLOSED SESSION
5:00 P.M.

A. CALL TO ORDER

B. CLOSED SESSION

B.1 Public Employee Performance Evaluation
Title: City Attorney

B.2 Conference with Real Property Negotiators
Properties: Yolo County Assessor's Parcel Numbers 027-340-030, 027-340-011, 027-340-020, 005-720-023, 005-720-005, 005-750-003, 005-692-054, 005-692-002, 005-750-001, 027-340-015, 027-340-017, 027-340-021, 027-340-023, 027-340-025, 027-340-029
Agency Negotiators: City Manager, Community Development Director, City Engineer, City Attorney, City's Right-of-Way Agent Bender Rosenthal, Inc., and City's Project Manager
Negotiating Parties: Pioneer Self Storage, Syar, Bunge Milling, Thomas W. Canevari & Joan E. Canevari, Nick Canevari & Dorothy Canevari, Elizabeth J. Crum & Elizabeth J Crum Revocable Trust, Devinder Sahota & Susvir Sahota, Elizabeth Crum, Mark Milton, ICH Inc., North Kentucky Partners II, T&J Rental Investments LLC
Under Negotiation: Price and terms of payment

B.3 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
APRIL 19, 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.

16-460 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. COMMITTEE REPORTS

16-441 SUBJECT: Parks & Recreation Commission Meeting Minutes for February 22, 2016

Recommendation for Action: Staff recommends that the City Council receive the February 22, 2016 Parks & Recreation Commission Minutes that were approved on March 28, 2016.

Attachments: 022216 Minutes

G. PRESENTATIONS

1. 16-444 SUBJECT: Certificate of Appreciation for Mr. Frank Alcazar

Recommendation for Action: Staff recommends that the City Council recognize Mr. Frank Alcazar with a Certificate of Appreciation for his selfless intervention, prompt action, bravery, and good judgement.

Attachments: Proclamation of Appreciation - Alcazar

2. 16-445 SUBJECT: Certificate of Appreciation for Mr. Joe Kozima

Recommendation for Action: Staff recommends that the City Council recognize Mr. Joe Kozima with a Certificate of Appreciation for his prompt action, bravery and good judgement while assisting Woodland Police with the apprehension of bank robbery suspects.

Attachments: Proclamation of Appreciation - Kozima

3. 16-463 SUBJECT: Proclaim May 1-7, 2016 as Local Public Access Week

Recommendation for Action: Staff recommends that the City Council proclaim May 1-7, 2016 as Local Public Access Week.

Attachments: Local Public Access Day Proclamation

4. 16-462 SUBJECT: Proclaim May 3, 2016 as BIG Day of Giving

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation proclaiming May 3, 2016 as BIG Day of Giving.

Attachments: BIG DoG 2016

5. 16-459 SUBJECT: UC Davis 2017-2027 Long Range Development Plan Presentation

Recommendation for Action: Staff recommends that the City Council receive this informational report related to the UC Davis 2017-2027 Long Range Development Plan.

H. CONSENT CALENDAR

6. 16-446 SUBJECT: Community Services Department Quarterly Status Report for the period of Janaury through March 2016

Recommendation for Action: Staff recommends that the City Council accept the Community Service's Department's Quarterly Status Report.

Attachments: Quarterly Jan 16

7. 16-434 SUBJECT: Final Acceptance and Notice of Completion for Mechanical Screens Replacement (Phase II), CIP #15-18

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for Mechanical Screens Replacement (Phase II), CIP #15-18.

Attachments: A - Resolution

8. 16-449 SUBJECT: Award Construction Contract for 2016 ADA Improvement Project, CIP 16-07

Recommendation for Action: Staff recommends that the City Council:
1. Adopt Resolution No. _____, reallocating $8,000 of Sewer Enterprise Funding and Approving a Construction Contract and

Consultant Agreement for the 2016 ADA Improvement Project, CIP 16-07; and
2. Authorize the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21, to the 2016 ADA Improvement Project, CIP 16-07, to fund costs associated with the bid alternate; and
3. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $53,870 for the Project and authorize the City Manager to execute the agreement.

Attachments: A - Resolution

9. 16-435 SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for Well #24 & Well #26 Water Main Project, CIP #16-09

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Well #24 and Well #26 Water Main Project, CIP #16-09.

Attachments: A - Resolution

10. 16-461 SUBJECT: Approve New and Amended Job Descriptions

Recommendation for Action: Staff recommends that the City Council approve new job descriptions for Senior Park Maintenance Worker and Chief Collections System Supervisor and amended job descriptions for Park Superintendent and Park Maintenance job series.

Attachments: Senior Park Maintenance Worker Job Description
Chief Collections System Operator Job Description
Park Superintendent Job Description
Park Supervisor Job Description
Park Maintenance Worker I/II Job Description
Park Maintenance Worker III Job Description

11. 16-438 SUBJECT: Support for Paris Climate Pledge

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, reaffirming the intention to limit Woodland’s greenhouse gas emissions and contributions to climate change.

Attachments: Resolution in Support of Paris Pledge for Action

I. REPORTS OF THE CITY MANAGER

12. 16-458 SUBJECT: General Plan Update Progress Report

Recommendation for Action: Staff recommends that the City Council receive progress report #5 regarding the General Plan Update Project

Attachments: A - General Plan Table of Contents

13. 16-443 SUBJECT: Long-Term Water Management Policy

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ______, in Support of a Long-Term Water Conservation and Management Policy in California and that long-term water management policy is most appropriately developed and administered by the California Department of Water Resources.

Attachments: Long Term Water Policy Resolution

14. 16-464 SUBJECT: Update from City Council Homeless Ad-Hoc Subcommittee

Recommendation for Action: Staff recommends that the City Council take the following actions:
1. Receive a Council Homeless Ad-Hoc Subcommittee update.
2. Discuss and provide direction on funding two initiatives to address chronic homeless individuals:
a) Approve a $23,740 appropriation, authorize staff to amend the FY 2015/16 budget as necessary, and direct the City Manager to enter into a one-year contract with Fourth & Hope to start a homeless outreach project as soon as possible to identify the chronically unsheltered homeless in Woodland, establish regular ongoing communication with these individuals, and connect them whenever possible to services/programs and housing.
b) Discuss and provide direction on initiating a “Housing First” pilot project, in collaboration with Yolo County and other partner agencies, to include allocation of up to $100,000 in FY2016/17 funding to assist placing unsheltered homeless individuals into permanent housing.

Attachments: 1. Map of Woodland affordable housing projects

2. Table of Woodland affordable housing projects

3. Table of Woodland affordable housing projects receiving City financia and pla

4. Fourth and Hope Scope of Work Budget for Homeless Outreach

5. Draft Housing First Pilot Project budget worksheet

6. Bridge to Housing - Outcome Summary

7. League of California - Homeless Resources

15. 16-456 SUBJECT: Capital Improvement Program - FY2016/17

Recommendation for Action: Staff recommends that the City Council receive information regarding the draft Capital Improvement Program (CIP).

Attachments: FY17 CIP by Category for 4.19.16

16. 16-383 SUBJECT: Approve the Updated Measure E Spending Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the updated Measure E (MSE) Spending Plan which alters the allocation of these resources among the various projects as described.

Attachments: MSE Spending Plan Resolution 2016

MSE Spending Plan for 2016

J. 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 April 19, 2016 was posted on April 15, 2016 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

____

Jennifer Robinson, Deputy City Clerk

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

City of Woodland

300 First Street
Woodland, CA 95695

Legislation Text

File #: 16-460, **Version:** 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 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, City Manager

Attachment

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

MAY 3RD REGULAR MEETING

Minutes
City Council Minutes of April 5th and April 19th

Presentation
Proclaim the week of May 15 – 21, 2016 as National Police Week
Proclaim the week of May 15 – 21, 2016 as National Public Works Week
Older American's Month

Consent Calendar
ASR Wells #29 and #30 Well Equipping and Building, CIP 15-02
Acceptance of Subdivisions 5019, 5029 and 5030
Fourth Amendment – Ground Lease with Love Ride, Inc. – Velocity Island Park
Appointment to Library Board (vacancy)

Regular Calendar
Short-Range Transit Report
Westucky MOU (w/ Yolo County)
Economic Development Sub-Committee Report
Discussion of Process for filling Council vacancy

MAY 17TH REGULAR MEETING

Consent Calendar
CDBG Block Grant
Ygrene PACE program changes

Regular Calendar
FY 2016/17 Budget Recommendations
Continued Discussion – Measure E Renewal (November Ballot)
Downtown Sub-Committee Report
Digital Freeway Sign(s)

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:
JPA Housing Agreement
Bail Bonds Downtown Specific Plan Amendment / CUP
Update/Revision of Development Impact Fees
Zoning Ordinance Update – Medical Clinics (Referral)
Beamer/CR 102 Property – ENA
Approve Urban Flood Risk Referral (UFRR) Agreement with DWR
Computer Club – 25 Year Anniversary – June 7th

FUTURE STUDY SESSIONS (TBD):
Lower Cache Creek Flood Control Feasibility Study
General Plan Update -
    Affordable Housing
    Economic Development
    Public Safety

City of Woodland

300 First Street
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Legislation Text

File #: 16-441, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016

SUBJECT: Parks & Recreation Commission Meeting Minutes for February 22, 2016

Recommendation for Action: Staff recommends that the City Council receive the February 22, 2016 Parks & Recreation Commission Minutes that were approved on March 28, 2016.

Staff Contact

Kris Bain, Community Services Program Manager, 661-2002, krista.bain@cityofwoodland.org

Conclusion

Staff recommends that the City Council receive the February 22, 2016 Parks & Recreation Commission Minutes that were approved on March 28, 2016.

Prepared by: Kris Bain, Community Services Program Manager

Paul Navazio, City Manager

Attachment: February 22, 2016 P&R Commission meeting minutes

Parks & Recreation Commission Minutes

Monday, February 22, 2016

City Hall – 300 First Street – 2nd Floor Council Chambers

Call to Order

The Parks & Recreation Commission meeting was called to order by Chair Jesse Salinas at 6:30 p.m. on Monday, February 22, 2016 at the City Council Chambers

Pledge of Allegiance

Roll Call

Commission Members Present:	Chair Jesse Salinas Commissioner White-Snyder Vice Chair Jon-Paul Valcarenghi Commissioner Fernandez Commissioner Stephanie Miller
Commission Member Absent:	Commissioner Joe Romero
Staff Present:	CS Director Engel CS Manager Kris Bain CS Administrative Supervisor Haynie

Public Comment

Joanie Tauzer explained that she walked her dog at Pioneer Park. There are dogs off-leash and the owners do not clean up after the dogs. Gary Wegener would like to see enforcement of the off-leash ordinance. The additional signage at the entrance to the park may help. The signs need to explain the penalties for off-leash dogs. An update on this issue will be provided at the next meeting.

Ron Brasel would like a Community Garden at Slaven Park, would need 3,000-4,000 square feet in the barked area on the west side of the park. Commissioner Valcarenghi informed Mr. Brasel that Yolo County runs two Community Gardens in Woodland.

Presentation (none)

Communication-Commission/Staff Statements and Requests

Commissioner Fernandez would like Maria Contreras Tebbutt added to the agenda to discuss the 4th of July Bike Parade. Commissioner Fernandez met with Greta Galindo to learn about the Library's Measure J programs.

New Business (none)

Committee Reports (none)

Commissioner Valcarenghi stated that the Urban Forest Committee met with Sanders and Schroeder for their quarterly discussion on the Tree Canopy. Legacy Grove first tree planting of 50 Valley Oaks were completed, on Arbor Day an additional 50-75 trees will be planted on the Westside of the Dog Park.

Commissioner Miller reported that she had met with local businesses in regards to fundraising for the Yosemite Camperships.

Consent Calendar

January 25, 2016 Minutes

Action:

Fernandez/White-Snyder Seconded to approve all items on the Consent calendar.

Motion carried by the following roll call vote:

Ayes: Valcarenghi, White-Snyder, Fernandez, Salinas, Miller

Noes: none

Old Business

Engel reported that on March 8, 2016, Springlake Community Meeting is scheduled at the Woodland Community & Senior Center to choose the new playground equipment.

Action: Received

Staff Reports

Community Services Report

Bain informed the Commission that the Bridal Show & Event Faire was attended by 50 vendors and approximately 500 attendees. Staff will send out a survey to vendors asking about their experience at the event and asking if they would attend again. After school Teen Pack's number are up with 20 attendees on some days, up from 8-12. Douglass Middles School moved the location of Teen Pack. Rec2Go is visiting each middle school at lunch, handing out information on the two programs. Additionally staff have scheduled contractors weekly for each program (rock climbing, bull riding machine, etc.) Staff are presenting information on Teen Pack and all summer programs at PTA meetings, Yolo Housing Authority, Casa De Sol, Crosswood Housing and Service Clubs.

Action: Received

Parks Report

Engel updated the Commission on the Woodside Park Basketball Hoop installation project. Commissioner Valcarenghi liked the pictures of the project in the report. Jeff Sissom has done a great job on the projects at Woodside Park.

Action: Received

Activity Guide Review

Staff and Commission reviewed each page of the Recreation Guide 2016
Action: Received

Items for next meeting:
Committee Reports
Commission Roster
Bike Parade
Work Plan
Adopt Minutes February 22, 2016
Community Services Report
Parks/Street/Tree Report
Next Meeting March 28, 2016

Adjourn 7:47 p.m.
Action: Valcarenghi/Miller Seconded to adjourn the meeting.
Motion carried by the following roll call vote:
Ayes: Valcarenghi, White-Snyder, Fernandez, Salinas, Miller
Noes: none

Legislation Text

1.

File #: 16-444, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Certificate of Appreciation for Mr. Frank Alcazar

Recommendation for Action: Staff recommends that the City Council recognize Mr. Frank Alcazar with a Certificate of Appreciation for his selfless intervention, prompt action, bravery, and good judgement.

Staff Contact

Dan Bellini, Public Safety Chief - (530)661-7834, Dan.Bellini@cityofwoodland.org

Report in Brief

When a Woodland Police Officer called on the police radio for help Mr. Frank Alcazar came to his aid and assisted until other officers arrived. Staff recommends that the City Council recognize Mr. Frank Alcazar with a Certificate of Appreciation for his selfless intervention, prompt action, bravery, and good judgement.

Background

On March 29, 2016, Patrol Officer Darryl Moore was investigating criminal activity in the area of the Walmart Neighborhood Market and Big Lots Store in Woodland. Recently the police department had responded to numerous thefts of alcohol from the businesses and complaints about loitering, drinking, and smoking drugs. As Officer Moore contacted two male juveniles in the alley between Walmart and Big Lots, one of them threw something to conceal it from Officer Moore. This juvenile became confrontational and Officer Moore had to detain him. The second juvenile used his cell phone to call friends to come to the scene and participate in the confrontation.

As experienced police officers, we know that sometimes when people call for others to come to their aid, things can quickly go bad for the officer. When these other juveniles arrived on the scene, Officer Moore felt his safety was in jeopardy and called on his radio for emergency Code 3 cover. The responding officers told Officer Moore they were coming from the other side of town.

Mr. Frank Alcazar was at home listening to the police scanner and heard Officer Moore say he was being surrounded and calling for cover. Alcazar also knew the other officers were too far away to get there quickly. Instead of just sitting at home, he worried about Officer Moore and thought he should do something to help. Alcazar got in his vehicle and came to Officer Moore's location to help. When Alcazar arrived on the scene, there were three young men at Officer Moore's back while he was trying to control the one juvenile he had detained. Alcazar got out of his vehicle and without hesitation got in between the juveniles and Officer Moore. Alcazar used an authoritative tone and verbal commands to tell the other juveniles to stay back. It appeared to Officer Moore that Alcazar had no concern for his own safety because the juvenile suspects could have easily jumped him and hurt him. Alcazar reassured the other juveniles that Officer Moore was a police officer and Moore was only doing his job.

When other police officers arrived, Officer Moore was able to safely continue his investigation. The detained juvenile was arrested for possession of marijuana and resisting arrest. Mr. Alcazar provided a good witness statement to Officer Moore and humbly said he was glad to be of assistance.

While we will never know if the suspects would have attacked Officer Moore if Mr. Alcazar was not there, it is a fact that they did not attack him on that day. Frank Alcazar is to be commended for his selfless intervention, prompt action, bravery, and good judgement.

Recommendation for Action

Staff recommends that the City Council recognize Mr. Frank Alcazar with a Certificate of Appreciation for his selfless intervention, prompt action, bravery, and good judgement.

Prepared by: Derrek Kaff
Police Captain

Approved by: Dan Bellini
Public Safety Chief

Paul Navazio
City Manager

Attachment: Certificate of Appreciation

CITY OF WOODLAND PROCLAMATION OF APPRECIATION
HONORING MR. FRANK ALCAZAR

WHEREAS, On March 29, 2016, a Woodland Police officer called on the police radio for help; and

WHEREAS, While listening to his police scanner Mr. Frank Alcazar heard the officer's request for help; and

WHEREAS, Mr. Alcazar quickly and without hesitation drove to the officer's location to lend his assistance; and

WHEREAS, Mr. Alcazar was instrumental in making sure the officer was safe until other officers arrived, and is an outstanding and exemplary citizen of the City of Woodland.

NOW THEREFORE, be it resolved that the City Council of the City of Woodland does hereby recognize Mr. Frank Alcazar as a distinguished citizen of the City of Woodland who displayed swift determination and responded quickly to assist a police officer in Woodland, California on March 29, 2016.

PASSED AND ADOPTED this 19th day of April, 2016

____
Tom Stallard, Mayor

______________________________ William Marble, Mayor Pro-Tem	______________________________ Sean Denny, Council Member
______________________________ Jim Hilliard, Council Member	______________________________ Angel Barajas, Council Member

Legislation Text

2.

File #: 16-445, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Certificate of Appreciation for Mr. Joe Kozima

Recommendation for Action: Staff recommends that the City Council recognize Mr. Joe Kozima with a Certificate of Appreciation for his prompt action, bravery and good judgement while assisting Woodland Police with the apprehension of bank robbery suspects.

Staff Contact

Dan Bellini, Public Safety Chief - (530)661-7834, Dan.Bellini@cityofwoodland.org

Report in Brief

Mr. Joe Kozima assisted a Woodland Police Officer during the vehicle pursuit of bank robbery suspects. Staff recommends that the City Council recognize Mr. Joe Kozima with a Certificate of Appreciation for his prompt action, bravery and good judgement while assisting Woodland Police with the apprehension of bank robbery suspects.

Background

On Monday February 22, 2016 at approximately 10:49 AM, officers from the Woodland Police Department responded to a robbery alarm at Umpqua Bank, 203 Main Street. Witnesses advised the suspect, a Black male adult, had left the bank and fled from the area in a dark colored vehicle eastbound on Court Street.

As some officers responded to the bank, others set up positions at possible escape routes. Officer Nolan McManus spotted a vehicle matching the description of the suspect vehicle and attempted a traffic stop on Southbound I-5, south of CR 102. The vehicle pulled over and Officer McManus walked up to the vehicle and began speaking with the driver. The driver matched the description of the bank robbery suspects.

Officer McManus gave the suspect orders to keep his hands visible, but the suspect put the car into gear and took off at a high rate of speed. As McManus ran back to his patrol car, McManus heard a utility truck, driven by Woodland resident Joe Kozima, speed up in the slow lane past McManus's position.

McManus got into his patrol car and sped up to catch the fleeing bank robbery suspects. As McManus entered I-5, he noticed the suspect's car was so far ahead that he couldn't see it and there was a long line of approximately fifteen cars in the fast lane which were about to pass a big rig in the slow lane. McManus quickly realized he would be delayed in his pursuit of the bank robbery suspects because of the traffic in the fast lane.

Joe Kozima, who was approximately 1/8th of a mile ahead of Officer McManus, also realized McManus needed to get around the big rig to continue his pursuit of the fleeing suspects. Joe works for the Yolo County Housing Authority and was driving his work truck. Joe turned on his truck's overhead emergency amber lights, accelerated to get in front of the lead car in the long line of vehicles, and slowed traffic creating a gap in between him and the big rig.

Officer McManus was able to fit through the gap created by Kozima which allowed McManus to speed up and pursue the suspects. The suspects continued southbound on I-5 with Officer McManus in pursuit with his red lights and his siren sounding. The suspects eventually pulled into the I-5 Southbound rest area, just across the Vietnam Veterans Memorial Bridge.

The California Highway Patrol and Yolo County Sheriff's Department assisted in performing a high-risk car stop on the suspect vehicle. The two suspects were taken into custody without incident. The male suspect was arrested for robbery, felony evading, and committing a crime while out on bail. The female suspect was arrested for Robbery. The money that had been stolen was recovered.

Without the help from Joe Kozima, there would have been a good possibility Officer McManus would not have been able to catch up to the suspect vehicle and arrest the suspects of this serious criminal offense.

<u>Recommendation for Action</u>

Staff recommends that the City Council recognize Mr. Joe Kozima with a Certificate of Appreciation for his prompt action, bravery and good judgement while assisting Woodland Police with the apprehension of bank robbery suspects.

Prepared by: Derrek Kaff
Police Captain

Approved by: Dan Bellini
Public Safety Chief

Paul Navazio
City Manager

Attachment: Certificate of Appreciation

CITY OF WOODLAND PROCLAMATION OF APPRECIATION
HONORING MR. JOE KOZIMA

WHEREAS, On February 22, 2016, a Woodland Police officer was involved in a vehicle pursuit of bank robbery suspects; and

WHEREAS, Mr. Joe Kozima recognized heavy traffic congestion on Interstate 5 would prevent the officer from catching the suspects; and

WHEREAS, Mr. Kozima safely drove his vehicle to create a break in traffic and allow the officer to get around the congestion; and

WHEREAS, Mr. Kozima was influential in allowing the officer to catch and arrest the dangerous suspects, and is an outstanding and exemplary citizen of the City of Woodland.

NOW THEREFORE, be it resolved that the City Council of the City of Woodland does hereby recognize Mr. Joe Kozima as a distinguished citizen of the City of Woodland who displayed quick thinking and safely drove his vehicle to assist a police officer in Woodland, California on February 22, 2016.

PASSED AND ADOPTED this 19th day of April, 2016

Tom Stallard, Mayor

William Marble, Mayor Pro-Tem

Sean Denny, Council Member

Jim Hilliard, Council Member

Angel Barajas, Council Member

Legislation Text

3.

File #: 16-463, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Proclaim May 1-7, 2016 as Local Public Access Week

Recommendation for Action: Staff recommends that the City Council proclaim May 1-7, 2016 as Local Public Access Week.

Staff Contact

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

Background

WAVE Channel 21 is Woodland's local public access TV station. Channel 21 is responsible for providing Woodland cable subscriber's the opportunity to view programming of local events (such as Caesar Chavez celebration in Heritage Plaza) and the annual holiday parade (broadcast live to over 27 cities). WAVE Channel 21 also documents and broadcasts community learning events, such as the 3-month long Commit2Fit Wellness Lecture Series at the library. And Summer Reading programs, along with Storytime.

WAVE Channel 21 provides the opportunity for all the non-profits in the community to have a free on-air venue to publicize their organization and any community events they are sponsoring, through the Community Bulletin Board. They, along with the public safety agencies in Woodland, are also invited to air any video Public Service Announcements (PSAs) on Channel 21, such as the WPD Volunteer video.

WAVE Channel 21 re-broadcasts the WJUSD meetings to engage the parents and community in what is happening with our schools. WAVE also enables the community a forum to speak out about events and concerns they may have and we are currently working with the teens in five different schools to create an "anti-bullying" video for broadcast over the air and on the internet.

Diana Dearmore along with the WAVE board and some sponsors and supporters will be present at the Council meeting to receive the proclamation.

Prepared by: Ana B. Gonzalez, City Clerk

Paul Navazio

Paul Navazio, City Manager

Attachment

City of Woodland
Proclamation
Local Public Access Week, May 1 – 7, 2016

Whereas, Woodland Access Visual Enterprises (WAVE) Channel 21 is recognized as our local public access station; and

Whereas, WAVE recognizes the importance of quality local community programming through their efforts to film and provide on-air viewing for community public events (such shows as Commit2Fit Wellness, Caesar Chavez Celebration, live broadcast of the Annual Holiday Parade); and

Whereas, WAVE understands the importance of keeping the community informed through such use of the on-air Community Bulletin Board and Public Service Announcements (PSAs) for local nonprofit and community service organizations, including local governmental items of interest (such as "Coffee with a Cop", annual State of the City, League of Women Voter's political forums);and

Whereas, WAVE supports the participation of local teens in getting involved to generate local programming for teens, about teens, and created by teens through a partnership with the WJUSD and the Woodland Public Library Teen Advisory Board, providing an opportunity for the local schools to come together in a central arena to produce timely and topical videos about bullying and other topics they wish to address in the community; and

Whereas, WAVE encourages collaborations with other community nonprofits providing an outlet for them to showcase their organization on-air and enables community members a way to provide program submissions, including travel shows, church services, scouting, tree planting; and

Now, therefore, be it resolved that the City of Woodland proclaims May 1 – 7, 2016, as Local Public Access week in Woodland, California and urges the citizens of Woodland to join with WAVE Channel 21 in supporting public access television and to thank WAVE Channel 21 for all they do to make our community better.

Dated: April 19, 2015

____
Tom Stallard, Mayor

William L. Marble, Mayor Pro Tem

Jim Hilliard, Council Member

Sean Denny, Council Member

Angel Barajas, Council Member

Legislation Text

4.

File #: 16-462, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2015

SUBJECT: Proclaim May 3, 2016 as BIG Day of Giving

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation proclaiming May 3, 2016 as BIG Day of Giving.

Staff Contact

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

Discussion

May 3, 2016 is the BIG Day of Giving in our region, a 24-hour giving challenge starting at midnight and ending at 11:59pm on May 3th.

BIG Day of Giving is led by a partnership of the region's premier community foundations: Sacramento Region Community Foundation, Placer Community Foundation, and Yolo Community Foundation. These foundations play a leading role in promoting and advancing philanthropy and giving.

Meg Stallard, President of Yolo Community Foundation will be at the meeting to receive the proclamation.

Prepared by: Ana B. Gonzalez, City Clerk

Paul Navazio
City Manager

Attachment

PROCLAMATION

HONORING MAY 3rd, 2016 AS THE BIG DAY OF GIVING AND ITS PARTNERS:

GIVELOCALNOW, SACRAMENTO REGION COMMUNITY FOUNDATION, PLACER COMMUNITY FOUNDATION, AND YOLO COMMUNITY FOUNDATION

WHEREAS, May 3rd 2016 is the BIG Day of Giving in our region; and

WHEREAS, the BIG Day of Giving, a 24-hour giving challenge starting at midnight and ending at 11:59pm on May 3rd, aims to raise $6 Million in unrestricted funds for over 550 nonprofits across the region and engage 30,000 donors; and

WHEREAS, the BIG Day of Giving is led by a partnership of the region's premier community foundations: Sacramento Region Community Foundation, Placer Community Foundation, and Yolo Community Foundation, which play a leading role in promoting and advancing philanthropy and giving in the region; and

WHEREAS, the BIG Day of Giving participating nonprofits must successfully complete a rigorous and transparent process of creating a profile on the GivingEdge, the region's first philanthropic database, sharing information about finances, governance, programs, management, and specific needs in order to be eligible to participate; and

WHEREAS, the BIG Day of Giving's participating nonprofits are a large economic engine that offer opportunities for giving, volunteerism, and community involvement that enhance community life and make our region a better place to live; and

WHEREAS the BIG Day of Giving has enlisted many matching fund and prize challenge partners to make donations go further and motivate donors to give and nonprofits to compete for prize challenges; and

WHEREAS, the BIG Day of Giving has enlisted many outreach and business partners to act as ambassadors to help publicize the event and encourage the community-at-large to give.

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of the City of Woodland that May 3rd, 2016 be recognized as the BIG Day of Giving.

Dated: April 19, 2015

Tom Stallard, Mayor

William L. Marble, Mayor Pro Tem	Jim Hilliard, Council Member
Sean Denny, Council Member	Angel Barajas, Council Member

300 First Street
Woodland, CA 95695

Legislation Text

5.

File #: 16-459, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: UC Davis 2017-2027 Long Range Development Plan Presentation

Recommendation for Action: Staff recommends that the City Council receive this informational report related to the UC Davis 2017-2027 Long Range Development Plan.

Fiscal Impact

None.

Background

UC Davis has begun the process to update its Long Range Development Plan (LRDP). The 2017-2027 LRDP is a comprehensive land-use plan to guide physical development of the campus to accommodate projected enrollment increases and program initiatives during the planning horizon. The campus' LRDP is equivalent to the city's General Plan.

At tonight's meeting, Assistant Vice Chancellor for Campus Planning and Community Resources Bob Segar will be making a presentation to the City Council about the university's plans for updating this critical campus planning tool that will be used to guide the university's growth through the 2027 academic calendar.

Prepared by: Ken Hiatt, Community Development Director

Paul Navazio, City Manager

300 First Street
Woodland, CA 95695

Legislation Text

6.

File #: 16-446, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016

SUBJECT: Community Services Department Quarterly Status Report for the period of January through March 2016

Recommendation for Action: Staff recommends that the City Council accept the Community Service's Department's Quarterly Status Report.

Staff Contact

Kris Bain - Community Services Manager - 530-661-2002, krista.bain@cityofwoodland.org

Fiscal Impact

None - for information only.

Background

This quarterly status report covers the period of January 2016 through March 2016. The Report presents a summary of recreation and senior programming, events, affordable housing, and the community development block grant entitlement program. This report also contains a narrative description of major work performed and/or notable Department highlights.

Conclusion

Staff recommends that Council receive the Report and advise if they have any questions.

Prepared by: Kris Bain
Community Services Manager

Reviewed by: Christine Engel
Community Services Director

Paul Navazio, City Manager

Attachment

Community Services Department Quarterly Report: January-March 2016

The following provides a summary of the Community Service Department's programs, activities, and events for January through March 2016. This report refers to participant hours; the methodology for calculating participant hours is described at the end of the document.

Quarterly Highlights

- The Recreation Guide was released and directly mailed to over 3,500 households in Woodland with children up to 16 years old. Recreation Guides were also available at outreach events and at city facilities. The publication advertised upcoming activities and events from February through September.
- During the 4th annual ReXpo over $20,000 in revenue was received and over 500 attended the event.
- Approximately 6,090 people attended events at the Community & Senior Center during facility rentals.
- Over 420 soccer and baseball teams participated in tournaments at the Woodland Sports Park.
- Over 1,450 people participated in events such as ReXpo, the Bridal Show & Event Faire, the Martin Luther King Celebration, Middle School Skate Night, and Valentine's Day Cookie Decorating.
- Approximately 13,000 participant hours were recorded for aquatics; and youth, teen and adult recreation classes.
- Approximately 11,164 participant hours were recorded for senior programs and senior events.
- A new support group for parents and care givers of newborns was started through a partnership with Dignity Healthcare and Sweet Potato Pie. The program's success has over 20 babies and care givers regularly attending weekly meetings.

Monthly Financials and Enrollment Data

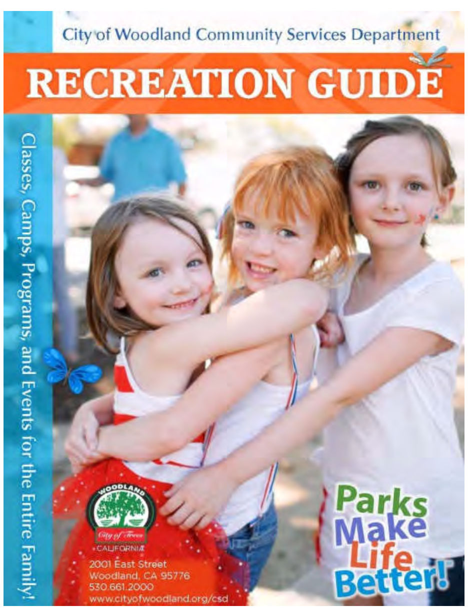
The following table identifies the monthly expenses, financial transactions, and enrollment data (i.e. participant data) for the Department. Refunds are provided primarily for deposits that are returned after a facility rental. It should be noted that the majority of the Departments revenue is collected from February through June.

Month	**Expenditures**	**Revenue**	**Refunds**	**Net Income**	**Enrollments**	**Refunds**	**Reservations**
January	$441.322.96	$55,776.78	$2,688	$53,088.78	341	14	102
February	$184,668.29	$147,227.20	$0	$147,227.20	951	2	107
March	$244,299.33	$103,897.20	$9,785	$94,112.20	1,104	16	159
Total	**$870,290.58**	**$306,901.18**	**$12,473**	**$294,428.18**	**2,396**	**32**	**368**

Program Marketing

During this reporting period, the Department used the following marketing efforts to promote the recreation program offerings as well as community events and senior programs.

- Recreation Guide: The Recreation Guide publication was released in mid-February and was mailed to 3,563 households in Woodland with children 0-16 years. Copies of the Recreation Guide are available on the City's webpage, at City facilities, and outreach events.
- School Flyers: One school flyer (Spring 2016) was distributed to WJUSD students to promote spring activities, events, and upcoming summer programs (spring swim lessons, Cesar Chavez Celebration, April Pool's Day, Outdoor Adventure trip to Yosemite, and scholarships). The flyers are distributed in English and Spanish.
- Rec 'Zine: The Department publishes an online newsletter "Rec 'Zine" which provides highlights of upcoming departmental programs and events each month. There are 570 subscribers who receive the emailed newsletter.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events: Staff attended the monthly Food Truck Mania events in February and March to promote new and existing programs. The Rec2Go Van also attended several of the Library's Commit2Fit walks at the Dave Douglass Park
- Program Outreach: Staff attended several school PTA and ELAC meetings to bring further community awareness to department programs, activities and the availability of scholarships. In addition staff was featured speakers at service club and community meetings (Sunrise Rotary, Luna Vista Rotary, Kiwanis, Reveille Lions, and CASA).
- Direct Marketing: To increase program participation, staff directly marketed events and activities onsite to students of Lee and Douglass Middle Schools.



Recreation Guide

Spring School Flyer

Facilities

Community & Senior Center Facility Reservations

The Community & Senior Center facility rental program is designed to provide a location for community events and generate revenue for the City of Woodland. In 2011, the City Council adopted a policy to allow for some fees to be waived or reduced by 40% for non-profit organizations once every 12 month period if certain requirements are met. The "Facility Rentals with Fees Waived", in the table below, identifies the use of the facility where fees were not charged and the dollar amount that could have been collected (had a fee waiver not been granted). Rentals with all of the fees waived are generally city events/meetings or city sponsored events.

	General Facility Rentals *Includes rentals receiving discounts*	**Facility Rentals** *with Fees Waived*
Number of Rentals	58	17
Approximate Participants	4,750	1,340
Total Fees	**$24,143**	**$29,463 (waived)**

Tournaments

Tournament rentals are available for the Sports Park Complex. The annual tournament date allocation meeting was held in September 2015 to allocate 2016 tournament dates. All of the available for weekend dates for this quarter's tournaments were reserved. During the third quarter, the Sports Park was reserved for youth baseball and soccer tournaments. (Of the 12 tournament rentals, 4 were for local tournament directors and 8 were for out-of-town directors.)

Tournament Rentals of Sports Park	
Number of Rentals	12
Number of Teams	420
Total Fees Collected	**$35,090**

Facility Maintenance Projects

There were several projects during the third quarter Facility maintenance staff worked on at the Community & Senior Center. Staff installed a new backflow prevention valve, water-reducing valve, and water meter in the mechanical room. The water that was leaking in the geothermal loop field has been repaired and the water used in the loop has been treated for better efficiency and to reduce corrosion. Ballasts in the banquet rooms were replaced to provide better lighting. The batteries for the fire alarm communication system were replaced. The upper walls in the lobby and gym were prepped and painted and new lettering was installed and reads, "Kevin & Lorie Haarberg Gymnasium". The front door entrance and Thrift Store door have been adjusted and fixed. The track lighting system in the Youth Center was fixed and staff is in the process of fitting a fixture with more efficient lighting for this room. The kitchen faucets were replaced. Blinds were installed on the glass doors of the consultation rooms in the Senior Center for privacy. Staff has been working with the Yolo County Archives to place plaques under the 24 pictures in the facility, and maintenance staff has installed all but six plaques.

Events

Event	Event Date	Total Participants	Participant Hours	Fees Collected
Martin Luther King Celebration	Jan. 18	100	100	Free Program
Skate Night*	Jan. 22	175	350	Free Program
Cookie Decorating*	Feb. 11	75	150	Free Program
Bridal Show & Event Faire**	Feb. 20	400	1,200	Free program $980**
ReXpo	Mar. 4	500	1,500	Free program
Cesar Chavez Celebration	Mar. 31	200	200	Free program
Total Participants		**1,450**	**3,500**	**$980**

**Event made possible by Measure J*

***The Bridal Show & Event Faire and had a maximum of 50 vendors who attended with over 400 who came to the show. Revenue is from vendor registration only.*

Martin Luther King Celebration
January 18

Aquatics

All aquatic programs are held at the Charles Brooks Community Swim Center. Aquatics programming is available for children as young as six months old through seniors and includes swimming lessons, lifeguard training, recreation swimming, recreation swim teams, lap swim and water aerobics. During the winter, the primary programming at the pool is lap swim, water aerobics, and the use of the pool by the Woodland Swim Team.

Aquatics Program	**Total Participants**	**Participant Hours**	**Fees Collected**
Lap Swim & Water Aerobics	672	672	$4,135
Woodland Swim Team	n/a	n/a	$11,730
Woodland & Pioneer High School Swim Teams			No Fees collected WJUSD Joint Use Agreement
Total	**672**	**672**	**$15,865**

Woodland Swim Team

Woodland Swim Team is a year round USA Club Team that has rented the Charles Brooks Community Swim Center for practices and meets since 1952. The Woodland Swim Team held regular practices and one swim meet during the last quarter.

Fees Collected: $11,630

Woodland & Pioneer High School Swim Teams

The Charles Brooks Community Swim Center is available for Woodland and Pioneer High School's swim teams use for the season. The two high school teams utilize the pool for practices and meets after school from February through May Monday through Friday. The use is permitted with the Woodland Joint Unified School District's Joint Use Agreement.

Youth & Teen Recreation

A variety of youth and teen recreation programs are offered by the Department year-round; however, the majority of the programs are offered during the summer. In addition to the programs listed below, please refer to the Contract Classes section for other program offerings that are available for youth and teens.

Youth Recreation Program	Total Participants	Participant Hours	Fees Collected
After School Teen Pack (Measure J)	1,258	3,539	Free Program
Baby & Me	113	113	Free Program
Boxing Club	59	708	$843
Night Hoops	869	1,303	Free Program
Rec2Go (Measure J)	564	924	Free Program
Toddler Time	45	184	$900
Youth Basketball League	140	2,830	$13,495
Total	**3,048**	**9,601**	**$15,238**

Teen Pack After School Program

Toddler Time

Baby & Me

Contract Classes

The City contracts with outside (special interest) instructors to teach a variety of recreation and leisure classes for participants of all ages. With the exception of tennis, the City retains 30% of the fees collected for each class (in addition to non-resident fees). The City retains 10% of the fees collected for the tennis program.

Contract Class	Total Participants	Participant Hours	Fees Collected	Total Expenses	Net Revenue
Cello Tennis Academy	128	928	$10,164	$9,147.60	$1,016.40
Country Line Dance Party	52	208	$360	$252	$108
Country Line Dance Beginners	61	366	$384	$268.80	$115.20
Dance w/ Mallory	7	35	$234	$147	$87
Dynamic Dancing*			$3,581	$2,506	$1,075
Gift of Family	4	28	$340	$238	$102
Karate	31	620	$775	$542.50	$232.50
Pilates	7	52	$252	$166.50	$85.40
Stepping Out	24	192	$970	$679	$291
Yoga	8	32	$149	$105	$41
Total	**322**	**2,461**	**$17,209**	**$14,052.40**	**$3,153.50**
* Numbers have not been received for quarter					

Through a grant awarded from the Sacramento Junior Tennis Fund with the purpose of exposing new youth participants to the sport of tennis, the City of Woodland Community Services Department and the Woodland Tennis Club were able to offer free tennis lessons to 32 participants.

Adult Sports

Adult sports offered through the City include drop-in sports as well as organized softball, basketball, and volleyball leagues. Drop-in basketball (open gym) numbers are not reported, however, participation for the other programs is listed below.

Sport	Total Participants	Participant Hours	Fees Collected
Badminton (open gym)	549	1,098	Free Program
Basketball (league)	200	920	$2,940
Softball (league)	675	2,220	$18,530
Pickleball (open gym)	142	284	Free Program
Volleyball (league)	100	200	$2,400
Volleyball (open gym)	313	939	$820
Total	**1,979**	**5,661**	**$24,690**

Seniors

Programs at the Woodland Senior Center include art classes; exercise classes; games; leisure programs and activities; education resources; support groups, and special events resulting in a total of 10,892.5 participant hours during the third quarter.

Programs

Programs	Total Participants	Participant Hours	Fees Collected
Art Classes	404	683.5	$284
Exercise Classes	2,121	1,614	$858
Games	1,542	3,353	Free Program
General Programs	2,424	3,652	$1,672
Education/Resources	308	497	Free Program
Support Groups	244	465	Free Program
Special Programs	109	628	Free Program
Total	**7,152**	**10,892.5**	**$2,814**

Events

Events	Date	Total Participants	Participant Hours
Senior Art Show	Mar. 4	200	200
Hand & Foot Card Party	Mar. 12	72	288
Total		**272**	**488**

Senior Center Hand & Foot Card Party

Grants and Housing

In addition to implementing recreation and senior programs, the Community Services Department also implements the Community Development Block Grant Entitlement program, grants for non-profit organizations, and affordable housing programs. The highlights of these programs for the third quarter are provided below.

Community Development Block Grant (CDBG) Program

The City issued a notice of funding availability to non-profit organizations and other entities in early February for the FY 2016/17 CDBG program year and received 18 applications for funding. A 3-person CDBG Review Panel met in March to review project applications, recommend projects for funding, and recommend funding levels. For the FY 2016/17, the City will receive $440,618 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for its CDBG program. In addition, $30,000 in prior year funds is available to re-program for infrastructure projects.

A number of infrastructure projects funded during the current year (FY 2015/16) or previous years are making progress. Construction began in February for the Friends of the Missions' rehabilitation of a 7-unit affordable housing complex. The City of Woodland's ADA Accessibility Program (FY 2015/16 and 2014/15 funding) was bid out in March and construction will take place this summer.

Continuum of Care Grants (CoC) Competition

In March the received notification that its six Tier 1 grant applications for the Fiscal Year 2015 Continuum of Care Program Competition have been awarded funds by the U.S. Department of Housing and Urban Development (HUD). The City and Fourth & Hope partnered to submit six Tier 1 applications for renewal projects: Reallocation from Transitional Housing to Permanent Supportive Housing (PSH) ($149,855 award), PSH (2010) for Chronically Homeless Families ($24,880 award), PSH for Chronically Homeless Individuals ($24,700 award), Reallocation Project (2012) to Service Chronically Homeless Families ($15,398 award), Reallocation Project (2013) PSH ($24,181 award), and Reallocation Project (2014) PSH ($9,499 award). The City submitted a seventh project, Bonus Project PSH ($78,761 grant request). The project is in the Tier 2 category and decisions on these submittals will be made by HUD this spring. HUD also announced two grant awards for the Yolo County Care Continuum (YCCC) for supportive housing. Some of the funds will be used for YCCC's New Dimensions Supported Housing program which provides supportive housing (rental) for mentally ill adults. A number of the New Dimensions facilities are located in Woodland and also receive Community Development Block Grant funds from the City.

Housing-Related Parks Program (HRPP)

In February the City submitted its fourth HRPP grant application to the State. If the application is successful, the City will receive a grant award of approximately $126,000. The funds will be used to replace the existing play structure at Harris Park. Public Works staff is in the process of putting together a bid package for bidding out the purchase of three restroom structures that will be installed at City Park, Everman Park, and Campbell Park. The new restrooms will replace existing restroom facilities. The restrooms will be funded with the City's 2015 HRPP grant award.

First Time Homebuyer Program

Currently, 12 families are participating in the homebuyer loan assistance program and funding has been identified to provide loans of up to $50,000 for at least 9 of the families. Two families are going through the pre-application review/income determination process at this time. After a family has been determined to be income eligible for City loan assistance, the family has 6 months to complete the purchase of a home.

Mercy Housing 180 W. Beamer Street Project

The City in March submitted a Local Review Agency Evaluation of Mercy's proposed 80-unit rental project to California Tax Credit Allocation Committee. Mercy is seeking tax credit financing for the development. The development would provide affordable housing for extremely low and very low income households and will assist the City in satisfying the affordable housing goals of its Housing Element.

Participant Hours Calculation

The Community Services Department measures programs through "participant hours". Participant hours are a calculation of total program hours multiplied by the total number of unique participants within a program. Total participant hours reports how much time participants spend within each program. The measurement breaks down to 1 person x 1 hour = 1 Participant Hour. It should be noted that a higher number of participant hours is not, by itself, a measurement of greater program success compared to the participant hours of another program.

Participant Hours (PH) is calculated by:
<u>Drop In Programs</u>: 1 Class meeting (in hours) x Total sign ins
Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

<u>Classes/Camps/Leagues</u>: Total unique participants x total class time (in hours)
Examples include: Swim Lessons, Mad Science

<u>Individual Entry</u>: Each class meeting (in hours) x Total in attendance (adding each day)
Examples include: Teens Helping Seniors, Teen Pack

<u>Event</u>: Total Attendants x Average Time
Examples include: ReXpo, 4th of July

Participant hours and participants in this report are listed for the three month reporting period; therefore if 100 participants are listed, the 100 refers to the total participants for the three month period and could double or triple count the same participants if they participated each month (i.e. drop in volleyball).

City of Woodland

300 First Street
Woodland, CA 95695

Legislation Text

7.

File #: 16-434, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016

SUBJECT: Final Acceptance and Notice of Completion for Mechanical Screens Replacement (Phase II), CIP #15-18

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for Mechanical Screens Replacement (Phase II), CIP #15-18.

Staff Contact

Chris Fong, Senior Associate Civil Engineer, (530) 661-5972, chris.fong@cityofwoodland.org

Fiscal Impact

The total construction cost for the Mechanical Screens Replacement project was $763,845.93, resulting in a total project cost of $931,106. The total project budget, as authorized by the City Council by Resolution No. 6344 on November 18, 2014 and in the Capital Budget is $951,881. Other items that make up the total project budget represent the amount allocated for design, SCADA programming, construction contingency, and construction management/inspection.

Background

The Capital Budget and Sewer Rate increase have identified multiple projects to maintain the Water Pollution Control Facility (WPCF) rated capacity, to meet present and future regulatory requirements, and maintain the sewer collection system. In order to reduce the financing cost for implementation of three of the projects, the City has received State Revolving Fund (SRF) funding for three distinct project phases. Phase I including the aeration project which is in construction with an estimated completion date of the end of 2016. Phase II includes the mechanical screens replacement which is the subject of this Council Communication. Phase III includes various pond improvements which will be completed prior to the middle of 2016.

Discussion

The City Council authorized sole sourcing of the mechanical screens replacement on February 18, 2014 via Resolution No. 6204. The project was awarded to the sole source contractor, MiscoWATER, on November 18, 2014 via Resolution No. 6344. MiscoWATER was issued a Notice to Proceed on January 5, 2015. Construction is now substantially complete as of March 2016 and is ready for acceptance.

The project cost breakdown is as follows:

Design/Project Management	$80,000
Construction	$738,951
Change Orders	$24,895
Total Construction	$763,846
SCADA Programming	$7,260
Construction Management/Inspection	$80,000
Total Project Costs	$931,106
Total Project Budget	$951,881

Conclusion

Staff recommends that the City Council approve Resolution No. _____, accepting as complete and authorizing the City Clerk to file a Notice of Completion for Mechanical Screens Replacement (Phase II), CIP #15-18.

Prepared by: Chris Fong, Senior Associate Civil Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, CDD Director

Paul Navazio, City Manager

Attachment:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION FOR MECHANICAL SCREENS REPLACEMENT (PHASE II), CIP #15-18

WHEREAS, the City of Woodland funded the project in the amount of $951,881 allocated in the Capital Budget for the Mechanical Screens Replacement (Phase II), CIP #15-18 referred to as (the "Project"); and

WHEREAS, the City Council authorized sole sourcing the project to MiscoWATER on February 18, 2014; and

WHEREAS, the City Council awarded the construction contract in the amount totaling $738,951 to T&S Construction Co., Inc. on November 18, 2014; and

WHEREAS, the City approved additive change orders totally $24,894.93; and

WHEREAS, the construction of the Projects began in January 2014 and were completed in March 2016.

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

Section 1. The City Council hereby accepts the Mechanical Screens Replacement (Phase II), CIP #15-18 Project as complete.

Section 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Mechanical Screens Replacement (Phase II), CIP #15-18 Project.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

8.

File #: 16-449, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016

SUBJECT: Award Construction Contract for 2016 ADA Improvement Project, CIP 16-07

Recommendation for Action: Staff recommends that the City Council:

1. Adopt Resolution No. _____, reallocating $8,000 of Sewer Enterprise Funding and Approving a Construction Contract and Consultant Agreement for the 2016 ADA Improvement Project, CIP 16-07; and
2. Authorize the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21, to the 2016 ADA Improvement Project, CIP 16-07, to fund costs associated with the bid alternate; and
3. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $53,870 for the Project and authorize the City Manager to execute the agreement.

Staff Contact

Diana R. Ayon, Associate Civil Engineer - (530) 661-5967, diana.ayon@cityofwoodland.org

Fiscal Impact

The total project budget is $270,000 with funding provided from Community Development Block Grant (CDBG) and identified in the current Capital Budget as CIP 16-07.

Staff will include $14,000 of Water Enterprise Funding in the FY2017 Capital Budget to address costs associated with water utility conflicts. Staff is also requesting that Council authorize the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21, to this project to allow the award of a bid alternate J. These changes will bring the total project budget to $292,000.

The difference between the total project budget and the amounts for the construction contract and consultant services is the amount budgeted for design and construction contingency.

There is no impact to the General Fund.

Background

The City of Woodland applies for CDBG funds annually from the United States Department of Housing and Urban Development (HUD). CDBG funds must be used for activities that assist lower-income persons and to eliminate conditions of blight from the community.

In 2013, the Engineering Division applied for and received $137,000 in CDBG grant funding for access improvements for persons with disabilities to various locations within the City, and $25,000 CDBG grant funding for a Series Street Light Safety Improvement project. Favorable bid prices for the 2013/2014 ADA project resulted in approximately $8,000 remaining in the budget. Due to changes in the census map, the streetlight project was deemed ineligible. The $25,000 and $8,000 were incorporated into the $100,000 CDBG grant funding received in 2014 for the 2014/2015 CDBG program year for a total budget of approximately $134,000.

Staff determined it was in the City's best interest to combine the $134,000 with an additional $136,000 CDBG grant funding received in 2015 for the 2015/2016 CDBG program year to construct a larger more economic project the summer of 2016.

Discussion

On March 1, 2016, Council approved plans and specifications for the project, and the bid period commenced. The Engineer's estimate of construction cost for the base bid was $175,000 and for the base bid plus all additive alternates was $360,000.

On March 31, 2016, the City received three bids for construction of the project. Staff has performed due diligence in reviewing the bids and the bids comply with the technical submittal requirements. The City received the following three responsive bids:

Bidder's Name	Base Bid Amount	Base Bid Plus All Additive Alternates
Central Valley Engineering & Asphalt Inc.	$196,103.25	$427,283.98
FBD Vanguard Construction	$208,566.70	$455,398.75
Lister Construction	$216,162.50	$457,559.00

Central Valley Engineering & Asphalt Inc. has been determined to be the lowest responsible, responsive bidder, which per the bidding documents, was determined by the base bid and all alternates.

The project was bid with the following ten additive alternates:

- Alternate A: E. Gum Ave. & Helen Way ($37,654.50)
- Alternate B: Woodland Avenue - E. Gum Ave. & Thomas St. ($47,133.00)
- Alternate C: Buckeye Street - E. Gum Ave. & Leo Way ($17,649.00)
- Alternate D: Clover Street - E. Gum Ave. & Deborah Way ($19,349.00)
- Alternate E: Matmor Rd. & Irene Dr. ($17,649.00)
- Alternate F: Matmor Rd. & Willow Springs Dr. ($17,649.00)
- Alternate G: Matmor Rd. & Springcreek Dr. ($31,199.00)
- Alternate H: Matmor Rd. & Crystal Springs Dr. ($28,224.00)
- Alternate I: 475 Matmor Rd. ($10,225.00)
- Alternate J: Bartlett Ave. & College St. -Douglass Middle School ($4,448.25)

Staff is requesting that the contract award include the base bid plus bid alternate J. Alternates A-I are not recommended due to limited available project funding.

Alternate J reconstructs the Douglass Middle School driveway on Bartlett Avenue. The driveway reconstruction was needed with the Douglass sewer line replacement project in 2015 but, was not completed due to conflicts with the school year calendar. To fund alternate J, staff is requesting that Council authorize the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21 to the project.

Additionally, the construction of ADA ramps will result in water line conflicts in some locations.
To fund water improvements associated with conflicts with construction of the ramps, $14,000 of Water Enterprise Funds will be included in the FY2017 Capital Budget for the 2016 ADA Improvement Project, CIP #16-07. The funds will be included in FY 2017 budget since the project will begin in July 2016 (FY 2017).

To provide adequate construction management and specialized inspection services for the project, staff is requesting that Council approve a consultant services agreement with Associated Engineering Consultants, Inc.

Staff is requesting that Council approve a construction contract contingency up to 15% to account for unforeseen conditions and additional work associated with constructing curb ramps.

Staff anticipates construction starting in July and completion in Fall 2016.

Conclusion

Staff recommends that the City Council:

1. Adopt Resolution No. _____, reallocating $8,000 of Sewer Enterprise Funding and Approving a Construction Contract and Consultant Agreement for the 2016 ADA Improvement Project, CIP 16-07; and
2. Authorize the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21, to the 2016 ADA Improvement Project, CIP 16-07, to fund costs associated with the bid alternate; and
3. Approve a consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc., in the amount of $53,870 for the Project and authorize the City Manager to execute the agreement.

Prepared by: Diana R. Ayon, Associate Civil Engineer

Reviewed by: Katie Wurzel, Principal Civil Engineer
Brent Meyer, City Engineer
Ken Hiatt, Community Development Director

Paul Navazio

Paul Navazio, City Manager

ATTACHMENTS:
Attachment A - Resolution

RESOLUTION NO. ______

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND, REALLOCATING $8,000 OF SEWER ENTERPRISE FUNDING AND APPROVING A CONSTRUCTION CONTRACT AND CONSULTANT AGREEMENT FOR THE 2016 ADA IMPROVEMENT PROJECT, CIP 16-07

WHEREAS, the City of Woodland has $270,000 in Community Development Block Grant funds identified in the Capital Budget, referred to as the 2016 ADA Improvement Project, CIP 16-07 (the "Project"); and

WHEREAS, the Project conforms to the requirements of the CDBG grant and satisfies the requirements of the Americans with Disabilities Act (ADA); and

WHEREAS, the construction of corner ramps results in water system conflicts due to shallow utilities that must be relocated; and

WHEREAS, the City wishes to reallocate to the Project $8,000 of Sewer Enterprise Funds from the Annual Sewer Project, CIP 08-21, to fund to fund a bid alternate; and

WHEREAS, the City Council approved the plans and specifications and authorized bid advertisement on March 1, 2016; and

WHEREAS, the City opened bids on March 31, 2016, and of the three received bids, the lowest responsive, responsible bidder was Central Valley Engineering & Asphalt, Inc. determined by their base bid amount of $200,551.50; and

WHEREAS, the City wishes to award the construction contract for the base bid plus Alternate J to Central Valley Engineering & Asphalt , Inc. in the amount of $200,551.50 and authorize a contingency up to 15%; and

WHEREAS, the City desires to have the construction management, inspection and testing performed by an experienced consultant that was selected by a qualifications based selection process; and

WHEREAS, the City wishes to approve the consultant services agreement for construction management and inspection services with Associated Engineering Consultants, Inc. in the amount of $53,870 and authorize a contingency up to 10%; and

WHEREAS, the City Council wishes to approve the construction contract with Central Valley Engineering & Asphalt, Inc. and the agreement with Associated Engineering Consultants, Inc. and authorize their execution through the adoption of this Resolution.

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

Section 1. The City Council hereby approves the construction contract with Central Valley Engineering & Asphalt, Inc. in the amount of $200,551.50. The City Manager is hereby authorized and directed to execute the contract and change orders up to 15% of the original contract amount, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and conforming changes so long as the total dollar amount authorized herein does not change.

Section 3. The City Council hereby authorizes the reallocation of $8,000 of Sewer Enterprise Funds from the Annual Sewer, CIP 08-21, to the 2016 ADA Improvement Project, CIP 16-07.

Section 4. The City Council hereby approves the consultant services agreement with Associated Engineering Consultants, Inc. in the amount of $53,870. The City Manager is hereby authorized and directed to execute the agreement and amendments up to 10% of the original 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 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

Legislation Text

9.

File #: 16-435, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016

SUBJECT: Approve Plans & Specifications, and Authorize Bid Advertisement for Well #24 & Well #26 Water Main Project, CIP #16-09

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Well #24 and Well #26 Water Main Project, CIP #16-09.

Staff Contact

Chris Fong, Senior Associate Civil Engineer - (530) 661-5972, chris.fong@cityofwoodland.org

Fiscal Impact

The Well #24 & Well #26 Water Main Project (Project) is included in the approved Capital Improvement Program Budget as part of the local projects needed to support the overall surface water project. The current project budget is $250,000. This original budget was used to perform design work with the understanding that additional budget would be secured when the project is ready for construction.

The total project cost is estimated at $1,500,000. The Project is included in the State Revolving Fund (SRF) loan secured by the City for the local improvements to bring treated surface water into the City's water distribution system. The California Department of Public Health (CDPH) SRF loan was approved by Council on May 13, 2014 for an amount of $31,503,088. The estimated project cost was included in the water enterprise fund updated rate study that informed the January 2016 water rate adjustment.

The connection of Wells #24 and #26 to the transmission main is part of the East Transmission Main and West Transmission Main projects. Should additional project appropriations be required, these will be funded through future reallocations from CIP 11-14, East Transmission Main, and CIP 12-05, West Transmission Main which have remaining available budget.

There is no impact to the General Fund.

Background

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

The State of California's new Maximum Contaminant Limit (MCL) for hexavalent chromium generally precludes the long term use of the existing groundwater wells directly into the water distribution system. The City average concentration of hexavalent chromium is approximately twice the new maximum contaminant limit. There are additional water quality issues with using the existing ground water wells directly into the distribution system, including hardness, total dissolved solids (TDS), and nitrates. It is the desire of the City to provide equal quality drinking water to all City water users upon conversion to surface water. The water quality issues including, hexavalent chromium, nitrates, TDS, and hardness, can be blended to lower levels with a direct connection to the surface water transmission main.

Discussion

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

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

The City selected Hatch Mott McDonald as a design consultant in September 2015 for the Well #24 and Well #26 Water Main Project, using the City's 2014 Quality Based Selection (QBS) list of consultants for design of water and sewer projects. The engineering design for the Project is now complete and the Plans and Specifications are ready for Council approval and to go out to bid.

The project schedule shows bidding the project in April/May 2016, bid opening in June 2016, and completion of construction in fall 2016.

Conclusion

Staff recommends that the City Council approve Resolution No. _____, approving the plans and specifications and authorize bid advertisement for the Well #24 and WELL #26 Water Main Project, CIP #16-09.

Prepared by: Chris Fong, Senior Associate Civil Engineer

Reviewed by: Brent Meyer, City Engineer
Ken Hiatt, CDD Director

Paul Navazio, City Manager

Attachment: Attachment A - Resolution

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO APPROVE THE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT FOR THE WELL #24 AND WELL #26 WATER MAIN PROJECT, CIP #16-09

WHEREAS, the City of Woodland wishes to approve the plans and specifications for the Well #24 and Well #26 Water Main Project; and

WHEREAS, the City Council wishes to authorize bid advertisement for the Well #24 and Well #26 Water Main Project

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 bid advertisement for the Well #24 and Well #26 Water Main Project, CIP #16-09.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

10.

File #: 16-461, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Approve New and Amended Job Descriptions

Recommendation for Action: Staff recommends that the City Council approve new job descriptions for Senior Park Maintenance Worker and Chief Collections System Supervisor and amended job descriptions for Park Superintendent and Park Maintenance job series.

Staff Contact

Sheila McShane, Human Resources Manager, (530) 661-5807 sheila.mcshane@cityofwoodland.org

Fiscal Impact

There is no additional cost for the approving these job descriptions.

Background

The City recently undertook a comprehensive review of the Public Works department to assess organizational structure, staffing and resources and identify opportunities to improve delivery of services. Included in the study were selected recommendations for some structural changes, movement of positions to different departments and recommendations to create additional job descriptions. Staff is still in the process of evaluating the study's recommendations; however, as a first step, staff has identified changes to selected job descriptions that will facilitate implementation of several recommendations. Additional position classification changes are being evaluated that may be forwarded to the Council at a later date.

Discussion

City staff evaluated job descriptions in the following classifications: Park Superintendent, Park Maintenance series and Waste Water Collections Supervisor job descriptions and have the following recommendations:

Park Maintenance Series: All job descriptions in the Park Superintendent and Park Maintenance series were reviewed and updated. A new job description for Senior Park Maintenance Worker (Range 45) is expected to provide direction to park maintenance crews and to perform administrative duties as necessary. The remaining job descriptions: Park Maintenance Worker I/II, Park Maintenance Worker III and Park Supervisor were updated to reflect ADA Compliant language or other small changes to the duties. All of these positions are part of the Woodland City Employee Association (WCEA) and WCEA has approved the job description and the salary range for the new position.

The Park Superintendent was an obsolete job description that the City had utilized in the past. Staff reviewed this position and has made appropriate changes to the job description. This job classification is currently on the City's salary schedule and is in Range 132.

Chief Collections Systems Operator: Staff reviewed the duties of the various job descriptions and found that the City's current Utility Maintenance Supervisor is the Legally Responsible Official (LRO) for the City and is responsible for the Sanitary Sewer Overflow Response, as well as, implementation of and compliance with the City's Sanitary Sewer Management Plan (SSMP). This document, the SSMP, describes the activities the City uses to manage wastewater collection systems effectively. The new job description for Chief Collection Systems Operator allows the City to designate the position as the LRO to report all Sanitary overflows as well as develop and stay in compliance with the SSMP. This position is part of the Mid Management Professional Association (MMPA) and MMPA has approved the job description and the salary range of 132 for the new position.

Conclusion

Staff recommends that the City Council approve new job descriptions for Senior Park Maintenance Worker and Chief Collections System Supervisor and amended job descriptions for Park Superintendent and Park Maintenance job series.

Prepared by: Sheila McShane
Human Resources Manager

Paul Navazio, City Manager

Attachments: Senior Park Maintenance Worker Job Description
Chief Collections Systems Operator Job Description
Park Superintendent Job Description
Park Supervisor Job Description
Park Maintenance Worker I/II Job Description
Park Maintenance Worker III Job Description

City of Woodland

SENIOR PARK MAINTENANCE WORKER

DEFINITION

To perform a variety of skilled work in the maintenance of park grounds, equipment, buildings, facilities, and swimming pools. Positions allocated to this class are expected to provide direction to park maintenance crews and to perform administrative duties as necessary.

SUPERVISION RECEIVED AND EXERCISED

This is a journey level class. General supervision is provided by higher level personnel. Responsibilities include direct supervision of subordinate park maintenance personnel.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Direct the work of park maintenance crews.
- Perform the full range and most complex duties of the Park Maintenance worker series.
- Assist in developing work plans, procedures and schedules.
- Make recommendation and may order supplies and equipment for work projects.
- Ensure that work is completed by staff and or contractors.
- Work effectively with contractors to ensure that work is done according to the contract.
- Handle complaints and answer questions from the public.
- Maintain logs of daily activities in appropriate databases.
- Operate a variety of moderately heavy construction and maintenance equipment including but not limited to: pick-up trucks, dump trucks, backhoes, trenchers, various saws, jack hammer, compressor, cherry picker, water truck, arc welders, oxy-acetylene cutters/welders, generators, drills, drill press, hand and bench grinders, metal detectors, wacker, tractors with all construction attachments (auger, rototiller, bucket, blade, box scraper, aerator) loaders, forklift, water pumps, sod cutter, and rotohammers.
- Provide functional supervision to assigned crews/personnel on special work projects.
- Drive vehicles and equipment as required.

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS

Provide general information to the public and other city departments and vendors pertaining to area of assignment. May work as part of a crew which includes concrete work, erecting block walls, and repair roof. Paint and plaster surfaces as required; Make sure that athletic fields and related facilities are maintained; and maintenance of pool area and playground equipment if necessary. May need to assist with landscape duties, clean walks, fields, courts, and other facilities. Requisition of materials and supplies for assigned facilities and projects. Perform more complex building maintenance and repair tasks as assigned. If needed work with Supervisor and contractors to get the job done. Work cooperatively with others. Meet all Standby Program requirements; take standby duty, work any shift including weekends and holidays. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Tools, equipment, procedures, and safe work practices used in the construction, repair and maintenance of assigned grounds, buildings, and/or other park facilities. Carpentry, plumbing, electrical, masonry, fencing, irrigation repair, and concrete work and related equipment. Principles and techniques of horticulture.

Skill to:

Operate a variety of mechanical and power equipment used in building construction, maintenance, repair, and general grounds maintenance including heavy equipment. Perform specialized carpentry, masonry, concrete, roofing, fencing, irrigation repair, and/or mechanical duties as assigned. Perform basic mathematical calculations. Understand and carry out both oral and written directions in an independent manner. Oversee and monitor the work of others. Maintain simple written records and reports. Establish and maintain effective relationships with those contacted in the performance of required duties. Computer skills. Strong oral and written communication skills.

Ability to:

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

Minimum Education and Experience:

Education:

High school diploma or equivalent, supplemented by specialized coursework and/or training in horticulture, pest/weed control, landscaping, or related fields.

Experience:

Five (5) **years** of building, park, and/or swimming pool maintenance experience.

License and Certificate:
Required upon hire, possession of a valid California Driver's License. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 20 pounds of force occasionally, 20 pounds of force frequently, and/or in excess of 20 pounds of force constantly.

Other Requirements:

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

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

Council Action: April 19, 2016

City of Woodland

CHIEF COLLECTION SYSTEMS OPERATOR

DEFINITION

Plan and direct technical work involving process, collection, control, operation, repair and maintenance of the City's wastewater and stormwater collection systems, and other facilities and programs as assigned. This position is the Legally Responsible Official (LRO) for the City and is responsible for the Sanitary Sewer Overflow Response as well as implementation of and compliance with the City's Sanitary Sewer Management Plan

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Deputy Director of Utilities or his designee. Exercises direct supervision over certified wastewater and stormwater collection system operators and other maintenance staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Plan, schedule and operate the wastewater and stormwater collection systems to ensure compliance with all applicable regulations.
- Adjust work schedules and priorities to meet emergency conditions.
- Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control criteria. Make daily decisions regarding need for adjustments and changes in system operation to gain improvements in system safety, efficiency, and economy.
- Schedule operation and maintenance work, ordering of materials, and maintain records.
- Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Hire, train, supervise and evaluate personnel.
- Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources.
- Oversee all wastewater and stormwater collection system operations and maintenance, to include telemetry communications with SCADA to remote wastewater lift stations, and stormwater pumping stations.

- Establish training of sewer and stormwater personnel in processes, operation of equipment, preventative maintenance, system controls, industry standard collection practices, safety practices, and recordkeeping. Prepare detailed operating budgets for all sewer and stormwater collection programs.
- Compile and sign State Water Resources Control Board (SWRCB) mandated wastewater and stormwater collection system compliance reports.
- Work with staff from other departments, and outside contractors to ensure quality of work which conforms to City standards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the City or private laboratories ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to wastewater collection and stormwater system programs. Work with consultants and contractors with regard to system expansions and operations. Oversee and manage maintenance contracts for wastewater collection and stormwater operations. Plan and direct safety and training programs for the wastewater and stormwater collection facilities. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a community wastewater and stormwater collection system. Supervisory and training principles and practices of first-line management and multiple crew supervision. Use, handling and disposal of hazardous chemicals associated with wastewater and stormwater collection. Principles and practices of leadership, motivation, team building and conflict resolution. Oversee all State required sampling and reporting requirements including the required response requirements associated with system contamination. Operation, use and applications of computer systems and related software. Work safety and accident prevention programs as related to wastewater and stormwater collection system facilities. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for compliance with local, state and federal regulations. State and Federal water rules and regulations governing the treatment and distribution of potable water and related programs. Safety programs related to water facilities.

Skill to:

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

Ability to:

Supervise and operate a community wastewater and stormwater collection system. Use a variety of computer software to control wastewater collection and stormwater system processes and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, complex, and high-pressure situations. Interact effectively with the public and employees. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Education and experience equivalent to completion of an Associate of Arts Degree (60 semester or 90 quarter units) in Public Administration, Business Administration, Civil Engineering, or related field; and

Additional qualifying experience may be substituted for the required education on the basis of one year for 30 semester units.

Experience:

Four (4) years of increasingly responsible experience in work involving construction, maintenance and operation of water distribution systems, at least two (2) years of which shall have been in a supervisory capacity.

License and Certificate:

Required upon hire:

1. Possession of a valid California Driver's License.
2. Possession of a current Grade IV Collection System Maintenance Certificate issued by the California Water Environmental Association (CWEA).
3. Possession of a current Grade II Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
4. Grade I Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB) is desirable.

Within 24 months of hire:

1. Obtain Cross Connection Control Specialist certification issued by American Water Works Association (AWWA).

SPECIAL CONDITIONS

Incumbents of this class may be required to work unusual hours in emergency situations and to be available on an "on call" basis.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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

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

Council Action:2016

City of Woodland

PARK SUPERINTENDENT

DEFINITION

To supervise and direct park maintenance personnel in the development, maintenance, and related functions of all municipal parks, municipal landscape, pools, recreational facilities, and City cemetery; and to assist in the development of Park and Recreation facilities. Be responsible for Urban Forestry, direct and oversee all aspects of maintenance, and perform work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Services Director or their designee. Responsibilities include direct supervision of assigned supervisory and specialist personnel. Assignments may require direct supervision of park, cemetery, and pool maintenance staff. May oversee the work of the tree maintenance crews Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

- Direct and supervise the daily functions of the parks programs (municipal parks, landscape, pool, recreational facilities, cemetery, and urban forestry).
- Inspect and review work progress and performance of city staff and contractors.
- Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the parks and urban forestry programs for the City.
- Prepare bid documents and contracts for parks programs.
- Develop and monitor park programs budgets (including urban forestry).
- Develop and monitor contracts, bid documents, and specifications for park construction projects.
- Inspect the work of contractors involved in park construction projects and the installation of public landscapes.
- Review plans and specifications for park construction and park development projects.
- Obtain purchase orders; authorize payments to contractors and vendors.
- Ensure that the scheduled uses for recreation facilities include the appropriate recreation equipment.

- Assist the public and other departments with the most challenging and complex park issues.
- Coordinate the use of volunteers in park maintenance and construction projects.
- Prepare written and oral reports regarding the parks programs to applicable Boards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS

Coordinate maintenance and construction activities with other City departments and outside agencies. Respond to citizen complaints and questions. Prepare reports and maintain records. Supervise the requisition of supplies and preparation of equipment specifications. Present reports to Community Services Director and Parks and Recreation Commission, and other commissions or boards as needed. Assist with the planning, development, construction of parks facilities. Assist in formulating department policies, procedures and programs. Select, supervise, train and evaluate subordinates. May serve as Acting Community Services Director, as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of park and landscape management, maintenance and construction. Modern methods, materials, equipment and tools used in the construction and maintenance of park, landscape, and recreational facilities. Principles and practices of cemetery management. Maintenance principles, practices tools and materials for maintaining the City's Urban Forestry. Principles and practices of horticulture, local trees, and plant species; arboricultural practices in streets and parks. Methods and techniques of equipment operation and maintenance. Plant pests and diseases and methods of their control and eradication. Laws, rules, regulations and ordinances related to the maintenance and use of park facilities. Public pool operation, including chlorination and filtration systems and concepts in pool water chemistry. Principles and practices of administration, budget and personnel management. Safe work practices. Safety equipment and practices related to the work, including the handling of hazardous chemicals. Contract specifications, which include bidding, administration and management of Park Maintenance, and Tree Management practices. Standard office practices and procedures including operation of computer and related computer software programs. Basic Math skills

Skill to:

Plan, organize, coordinate and direct the maintenance, construction and repair of park and recreation facilities. Develop policy to assist in organizing and prioritizing maintenance and work of the City. Identify problems such as maintenance issues at various facilities or detection of insect and or plant diseases and provide a corrective action to eliminate problem. Make independent decisions and work independently.

Communicate clearly and concisely, both orally and in writing. Maintain proper records and prepare accurate reports. Inspect and evaluate construction and maintenance work. Select, supervise, train, and evaluate subordinates. Establish and maintain effective work relationships with those contacted in the performance of required duties Respond tactfully to concerns from the public.

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

Minimum Education and Experience:

Education:
Bachelor's degree from an accredited college or university with major work in public administration, horticulture, park management or related field.

Experience:
Four years of increasingly responsible park, swimming pool and ground maintenance experience, or work in arboriculture, ornamental horticulture, resource management or other closely related field, including some supervisory experience.

License and Certificate:
Required upon hire, possession of an appropriate valid California Driver's License, Class C. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment. Possession of certified Arborist license, per the International Society of Arboriculture (ISA) is desirable.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 50 pounds of force occasionally, 20 pounds of force frequently, and/or in excess of 10 pounds of force constantly.

Other Requirements:

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

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

Council Action: April 19, 2016

City of Woodland

PARK SUPERVISOR

DEFINITION
To plan, schedule, evaluate, supervise and participate in the maintenance, repair, and construction of landscaped areas, parks, cemetery, pools**,** recreational facilities, and park and cemetery buildings.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by a higher level staff member. Responsibilities include direct and indirect supervision of assigned lower level personnel.

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

ESSENTIAL JOB FUNCTIONS
• Inspect landscaped areas, cemetery, recreation facilities, pools, parks, and park and cemetery buildings to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs. • Evaluate work requests and schedule materials, equipment and personnel to complete the job assignment; prepares project timelines. • Instruct subordinates in work techniques, use of equipment, and safety precautions and requirements, including CAL-OSHA requirements; supervise proper handling, storage, use and disposal of pesticides. • Supervise, train, and evaluate. • Drive vehicles and equipment as required. • Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety

OTHER JOB FUNCTIONS
Supervise the maintenance, design, installation and repair of irrigation and sprinkler systems, landscaped areas, swimming pool requirements and recreation areas. Investigate and respond to citizen inquiries and complaints regarding landscape issues, requests for information, and work performed. Perform the full range and most complex duties of the Park Maintenance series, when needed. Inspect work of private contractors engaged in park maintenance work for the City. Maintain schedules of park facility uses. Assist in the enforcement of City ordinances governing the safe and

proper use of park and recreational facilities. Prepare requisitions for materials, equipment and supplies; make recommendation on the purchase and specifications for major capital equipment. Prepare and maintain a variety of records and reports on materials, equipment, service calls and personnel. Assist and monitor budget for review; prepare cost estimates for work to be performed; submit justification for equipment; monitor budget expenditures.

Attend meetings and provide staff information to higher level staff members, including the Parks and Recreation Commission as required; recommend goals and objectives. If applicable, assist in planning and supervising all cemetery operations including the opening and closing of graves and crypts, preparation of grave markers, and establishment and maintenance of necessary billing procedures. Serve as Acting Park Superintendent as assigned. Work cooperatively with others, including other City departments and outside agencies as necessary. Meet all Standby Program requirements, take standby duty, work any shift including weekends and holidays. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principle and practices of parks and grounds maintenance. Principles and practices of occupational hazard and safety precaution management, including the use of restricted pesticides for pre-emergent sterilization and growth control. Safe handling and use of pesticides and/or other chemical products, including applicable laws and regulations. Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers, and lawns. Pertinent local, state and federal rules, regulations and laws, including CALL-OSHA. Principles of budgeting, supervision, training, discipline, and performance evaluation. Modern office procedures and computer equipment. Methods of estimating time, materials and equipment needed to perform assigned work. Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work; maintenance and repair of light power equipment.

Skill to:

Direct semi-skilled and skilled maintenance, construction and repair work in the area of work assigned. Perform a variety of skilled tasks in park/cemetery and pool maintenance activity, and operate a wide variety of power equipment utilized in these functions. Communicate clearly and concisely, both orally and in writing. Learn cemetery practices and procedures. Plan, assign, supervise, discipline and evaluate the work of subordinates. Maintain proper records and prepare accurate reports. Read and interpret construction and cemetery plans and specifications. Prepare and develop cost estimates and budget figures. Establish and maintain effective work relationships with those contacted in the performance of required duties. Computer skills including Microsoft Office, and Maintenance databases. Strong communication skills both oral and written.

Ability to:
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Develop and conduct effective training and safety programs. Interpret and apply City and department policies, procedures, rules and regulation. Gather data and prepare reports related to public inquiries and requests, personnel matters, state mandated requirements and other landscape and tree related matters; maintain accurate and concise reports. Meet the physical requirements necessary to safely and effectively perform assigned duties.

Minimum Education and Experience:

Education:
High School diploma or equivalent supplemented by course work from an accredited college or university in horticulture and grounds maintenance or closely related field.

Experience:
Four (4) years of increasingly responsible experience in park or ground maintenance including lead work/supervisory experience.

License and Certificate:
Required upon hire, possession of a valid California Driver's License. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 100 pounds of force occasionally, 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly.

Other Requirements:

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

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

Council Action: 4/19/2016

City of Woodland

PARK MAINTENANCE WORKER I/II

DEFINITION
To perform a variety of skilled and semiskilled horticulture tasks in the construction, maintenance and repair of parks, pools, recreation, and cemetery facilities and buildings.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by the Park Supervisor or designee. Functional or technical supervision is also received from Park Maintenance Worker III. For the Maintenance II position**,** assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

Park Maintenance Worker I:
This is an entry-level classification in the park maintenance worker series. Positions in this class normally perform a variety of unskilled and semi-skilled duties.

Park Maintenance Worker II:
This is the journey level in the park maintenance worker series. This class differs from Parks Maintenance Worker I in that incumbents perform more complex parks maintenance duties, including the requirement to work any shift, weekends, and holidays, to work independently, exercise judgment, and operate the full range of tools and mechanical equipment related to a specific assignment. The incumbent Park Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from the Park Maintenance Ij I level, or when filled from the outside requires prior work experience.

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

ESSENTIAL JOB FUNCTIONS
- Performing general grounds cleaning, including emptying trash receptacles, mopping, sweeping, and raking City park and recreation sites as needed.
- Water, mow**,** cultivate, prune, weed, renovate, and fertilize grass, plants, trees, flowers, and shrubs.
- Operate power mowers, chain saws, rototillers, aerators, hedgers, spreaders, front-end loader, edgers, air compressors, and other equipment.

- Utilize proper safety precautions related to all performed work. Drive vehicles and equipment as required. Prepare and maintain athletic fields and related facilities, swimming pools, and cemetery/interment operations.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.

OTHER JOB FUNCTIONS

Install, maintain and replace playground equipment and fences; assemble tables, benches and bleachers. Works as a member of the City pest control crew spraying various fertilizers, herbicides, pesticides, and other related chemicals in City park and recreation areas. Respond to inquires from the general public. Install, maintain and repair irrigation systems. Assist in setting up community services and special events. Maintain, repair and replace plumbing systems and fixtures such as light switches, motors, wall receptacles, conduits, faucets, drinking fountains, water heaters, water closet, urinals, water regulators and pressure valves. May assist in street maintenance, building maintenance, or other public works projects, as required. Work cooperatively with others. Meet all Standby Program requirements; take standby duty, work any shift including weekends and holidays. Perform related duties as assigned.

QUALIFICATIONS

Park Maintenance Worker I:

Knowledge of:
Basic methods, tools, materials, and equipment used in grounds maintenance work. Basic construction and repair methods. Safe work practices.

Skill to:
Use the hand and power tools required in general grounds maintenance work. Understand and carry out both oral and written directions. Establish and maintain effective work relationships with those contacted in the course of work.

Ability to:
Perform heavy manual laboring duties. Learn the proper method of planting, cultivating, and pruning hedges, trees, shrubs, laws and flowerbeds. Learn to operate various park maintenance equipment and machinery. Identify possible safety hazards in parks and recreation areas. Meet the physical requirements necessary to safely and effectively perform the assigned duties. Meet all Standby Program requirements; take standby duty, work any shift including weekends and holidays. Perform other duties as assigned.

Minimum Education and Experience:

Education:
High school diploma or equivalent.

Experience
Completion of one year of experience in the care and maintenance of parks and recreation facilities.

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

Park Maintenance Worker II:
In addition to the qualifications for Park Maintenance Worker I:

Knowledge of:
Common practices, methods and materials used for park maintenance and construction work, including carpentry, pipe fitting, painting, and cement work. Mechanics and trouble shooting of irrigation and sprinkler systems. Operation and maintenance requirements of various park equipment and machinery. Applicable codes, regulations and safety orders. Safety precautions in the use and maintenance of power mowers and other equipment. Procedures and practices used in controlling or eradicating plant and insect diseases; knowledge of safety procedures involving fungicides, pesticides, herbicides and related chemicals used in park maintenance. Basic horticulture techniques.

Skill to:
Work independently in performing semi-skilled and skilled park maintenance work. Operate power equipment, including trucks, mowers, and related equipment in a safe and effective manner. Work independently in the absence of supervision. Assist in the supervision and training of less experienced personnel. Maintain simple written records and reports.

Ability to:
Recognize common plant diseases and insect pests.

Minimum Experience and Education:

Experience:
One year of experience performing duties comparable to those of a Park Maintenance Worker I in the City of Woodland.

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

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

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

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

Council Action: 9/6/2005

City of Woodland

PARK MAINTENANCE WORKER III

DEFINITION
To perform a variety of semi-skilled and skilled work in the maintenance of park grounds, equipment, buildings, facilities, and swimming pools. Positions allocated to this class are expected to perform the most skilled and complex park maintenance, construction and repair work.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level personnel. Responsibilities include indirect supervision of subordinate park maintenance personnel.

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

ESSENTIAL JOB FUNCTIONS
- Perform semi-skilled and skilled construction, maintenance, and repair of park structures and accessories using the applied skills of carpentry, plumbing, fencing, irrigation repair, and/or cement work as required.
- Operate a variety of moderately heavy construction and maintenance equipment including but not limited to: pick-up trucks, dump trucks, backhoes, trenchers, various saws, jack hammer, compressor, cherry picker, water truck, arc welders, oxy-acetylene cutters/welders, generators, drills, drill press, hand and bench grinders, metal detectors, wacker, tractors with all construction attachments (auger, rototiller, bucket, blade, box scraper, aerator) loaders, forklift, water pumps, sod cutter, and rotohammers.
- Provide functional supervision to assigned crews/personnel on special work projects.
- Drive vehicles and equipment as required.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

OTHER JOB FUNCTIONS
Mix concrete, prepare forms, and pour foundations; erect block walls and repair roofing. Paint and plaster surfaces as required; install, replace and repair plumbing fixtures. Prepare and maintain athletic fields and related facilities; assure cleanliness and maintenance of pool area and playground equipment if necessary. Water, mow, weed,

trim, renovate, fertilize grass and apply pesticides and herbicides; rake leaves, clean walks, fields, courts, and other facilities. Requisition of materials and supplies for assigned facilities and projects. Perform other building maintenance and repair tasks as assigned. Work cooperatively with others. Meet all Standby Program requirements, take standby duty, work any shift including weekends and holidays. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
Tools, equipment, procedures, and safe work practices used in the construction, repair and maintenance of assigned grounds, buildings, and/or other park facilities. Carpentry, plumbing, electrical, masonry, fencing, irrigation repair, and concrete work and related equipment. Principles and techniques of horticulture.

Skill to:
Operate a variety of mechanical and power equipment used in building construction, maintenance, repair, and general grounds maintenance including heavy equipment. Perform specialized carpentry, masonry, concrete, roofing, fencing, irrigation repair, and/or mechanical duties as assigned. Perform basic mathematical calculations. Understand and carry out both oral and written directions in an independent manner. Oversee and monitor the work of others. Maintain simple written records and reports. Establish and maintain effective relationships with those contacted in the performance of required duties.

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

Minimum Education and Experience:

Education:
High school diploma or equivalent, supplemented by specialized coursework and/or training in horticulture, pest/weed control, landscaping, or related fields.

Experience:
Three years of building, park, and/or swimming pool maintenance experience.

License and Certificate:
Required upon hire, possession of a valid California Driver's License. Possession of a State of California Qualified Applicator Certificate, Category B, is required prior to permanent appointment.

ADA COMPLIANCE

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

Light Work: Exerting in excess of 100 pounds of force occasionally, 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly.

Other Requirements:

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

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

Council Action: April 19, 2016

Legislation Text

File #: 16-438, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Support for Paris Climate Pledge

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, reaffirming the intention to limit Woodland's greenhouse gas emissions and contributions to climate change.

Staff Contact

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

Council Goal

The proposed resolution is consistent with the City Council goal to support sustainability efforts in Woodland.

Fiscal Impact

This action will have no fiscal impact.

Discussion

The Paris 2015 U.N. Climate Change Conference (COP21) resulted in the Paris Agreement, which commits governments to "holding the increase in the global average temperature to well below 2 C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5 C above pre-industrial levels." The Paris Pledge for Action is an accompanying document that provides an opportunity for local and regional governments, businesses, and others to adopt and support this commitment.

In recognition of Earth Day 2016, the participants in the City Council Sustainability Committee request that the City Council reaffirm Woodland's Climate Action Plan goals, adopt and support the Paris Pledge for Action, and explore opportunities for adopting policies and programs that promote a long-term goal for Woodland of zero net greenhouse gas emissions.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, reaffirming the intention to limit Woodland's greenhouse gas emissions and contributions to climate change.

Prepared by: Roberta Childers, Environmental Resource Analyst

Reviewed by: Gregor G. Meyer, Public Works Director

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND IN SUPPORT OF THE PARIS CLIMATE PLEDGE, EARTH DAY 2016

WHEREAS, consensus exists among the world's leading scientists that global warming caused by emissions from human activities of greenhouse gases is among the most significant problems facing the world today; and

WHEREAS, documented impacts of global warming include but are not limited to increased occurrences of extreme weather events (i.e., droughts and floods), adverse impacts on plants and wildlife habitats, and threats to food and water supplies – all of which have economic and social impacts on communities and their local governments; and

WHEREAS, the State of California has mandated statewide reduction of greenhouse gas emissions to 80 percent below 1990 levels by 2050; and

WHEREAS, in joining the Climate Change Compact of Yolo County by resolution in 2008 the City Council also established the goal of reducing greenhouse gas emissions by 80% by 2050; and

WHEREAS, the City Council adopted a Climate Action Plan in 2014 that put Woodland on a path toward that goal; and

WHEREAS, global average temperature has risen nearly 1 degree Celsius; and

WHEREAS, the recently concluded Paris Climate Talks resulted in a commitment from virtually every nation to take action and enact programs to limit global temperature increase to less than 2 degrees Celsius, with an expectation that this goal would be reduced to 1.5 degrees in the future; and

WHEREAS, the Paris Climate Talks also offered a “Paris Pledge for Action” to, among others, local governments, to support the Paris agreement; and

WHEREAS, April 22, 2016, is the 46th anniversary of Earth Day;

NOW, THEREFORE, BE IT RESOLVED THAT IN RECOGNITION OF EARTH DAY 2016, THE CITY COUNCIL OF THE CITY OF WOODLAND:

1. Indicates its continuing commitment to reducing greenhouse gas emissions through implementation of its Climate Action Plan; and

2. Joins other California cities such as Richmond, Los Angeles, and San Francisco, the states of California, Oregon, New York, and Washington, as well as more than a thousand other subnational governments, businesses, investors, and others in adopting and supporting the attached Paris Pledge for Action to limit global temperature rise to under 2 degrees Celsius; and

3. Commits to exploring the potential benefits and costs of adopting policies and programs that promote the long-term goal of zero net greenhouse gas emissions from both city facilities and the community at large.

PASSED AND ADOPTED this 19th day of April 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, Mayor

APPROVED AS TO FORM:

Kara Ueda, City Attorney

ATTEST:

Ana B. Gonzalez, City Clerk

Attached: Paris Pledge for Action

The Paris Pledge for Action

"As cities, regions, businesses, investors, civil society groups, trade unions and other signatories, coming from every sector of society and every corner of the world, we realize that dangerous climate change threatens our ability and the ability of future generations to live and thrive in a peaceful and prosperous world. We also realize that taking strong action to reduce emissions can not only reduce the risks of climate change but also deliver better growth and sustainable development.

As a result, we the undersigned, affirm our strong commitment to a safe and stable climate in which temperature rise is limited to under 2 degrees Celsius.

In support of this, we welcome the adoption of a new, universal climate agreement at COP21 in Paris, which is a critical step on the path to solving climate change. We pledge our support to ensuring that the level of ambition set by the agreement is met or exceeded.

We will do this by taking concrete steps now, and without waiting for the entry into force of the agreement in 2020, both individually and cooperatively, to reduce greenhouse gas emissions to a safe level and build resilience against those changes already occurring.

We will look back at this moment as our turning point, when the transition to a low-emission and climate resilient economy became inevitable, irreversible and irresistible. We must, we can and, together, we will solve climate change."

300 First Street
Woodland, CA 95695

Legislation Text 12.

File #: 16-458, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: General Plan Update Progress Report

Recommendation for Action: Staff recommends that the City Council receive progress report #5 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

During this reporting period the General Plan Team worked to finalize key details and analysis for the draft General Plan. In addition to policy review, the team assessed recent legislative updates to ensure that the document fully incorporates and anticipates future changes to provide a sustainable document over a 20-year horizon without the need for significant future updates. Examples of recent legislative updates include the recently released draft updated General Plan Guidelines from the State Office of Planning and Research, recent supreme court decisions related to the California Environmental Quality Act (CEQA), and State Native American Heritage Commission consultation.

The following are summary highlights regarding key areas addressed during this reporting period:

Goal/Policy Considerations
The General Plan functions as Woodland's primary tool for guiding future development, and therefore, it is essential to clearly describe that shared vision and then to provide the path forward to achieve that desired future through the development of goals, policies, and implementation language. The team reviewed comments received and further considered how to craft the appropriate language and content for the wide range and variety of goal and policy statements within the document. Examples of policy discussions include the following:

- Development of infill guidance (penalties vs incentives and downtown primacy as example)
- Development of process guidance regarding future General Plan amendments
- Consideration of procedure regarding project evaluation in the intervening time between General Plan

approval and finalized zoning and specific plan updates
- Development of specific design and development considerations for new growth areas
- Development of policy guidance for use of future Development Agreements (when and for what types of projects and situations)

Densities/Intensity Standards and Land Use Considerations
The Land Use element is often considered the central focus of a General Plan. Providing clear and accurate representation of the future development expectations is essential. The pattern and type of uses as well as the resulting appearance, including intensity and form, will be directly affected by the content and descriptions contained in the land use chapter. Examples of discussion relating to Land Use Considerations included the following:

- Refinement to density/intensity range for each land use designation
- Refinement to the land use designations and descriptions
- Consideration of use compatibility issues and design specific to Industrial development

Appropriate Content of Other Elements of the General Plan
The General Plan will contain eight (8) Chapters/Elements in addition to land use which are considered on an equal weight basis. Some of the discussion points relating to those chapters include the following:

- Traffic modeling and preparation of a Circulation element
- Verification of consistency with the legal requirements for integration of the Urban Water Master Plan
- Evaluation of a Healthy Lifestyle Chapter
- Integration of sustainability principals/CAP consistency
- Evaluation of Level of Service Standards (parks, public safety, traffic, library)
- Integration of SB5 and flood plain development concerns
- Consideration of issues related to open space, trails, and natural resources and managed lands
- Evaluation of noise standards for urban development areas

California Environmental Quality Act (CEQA) Evaluation and Preparation of an EIR
The General Plan EIR will provide technical analysis of the identified alternatives, including the two 2035 equal weight alternatives and the 2050 buildout cumulative analysis. Assessing the exact technical analysis, particularly for traffic, were critical components. The goal has been the preparation of a CEQA document that will provide tiering benefit to the greatest extent possible. Additional issues addressed as part of the CEQA analysis include the following:

- Identification of EIR baseline information by topic
- Evaluation of the various scenarios for cumulative conditions
- Development of project list and summary of General Plan Amendments since release of the NOP in 2013
- Consideration of recent state policy and procedural guidance related to general plan updates and CEQA
- Coordination with State Native American Heritage Commission (NAHC) regarding tribal outreach
- Commencement of 2035 GHG emissions modeling
- Consideration of recent Supreme Court decisions related to CEQA and GHG analysis

Document Organization and Appearance
Creation of a document that is easily readable and useable is a primary concern. Determining the desired presentation of the document, including formatting and use of language or “tone” is essential. The General

Plan Team has worked to develop an overall outline for the document itself as well as for the organization of each individual chapter. The General Plan is not only a working document, but it also serves as a promotional document that represents community aspirations. Format and administrative discussions during the reporting period included the following:

- Refinement of the outline and format for individual GP elements (Attachment A)
- Consideration of Land Use Elements in other cities in the region and state to inform best practices in General Plan structure and approach for the Woodland General Plan.
- Development of proper hierarchy of principles, goals, policies and actions and where to best capture them in the document.
- Consideration of the best method to discuss the two equal weight alternatives

General Plan Update Schedule

In addition to the tasks outlined above, effort needed to finalize the scope of the transportation analysis to ensure maximum benefit of CEQA clearance has resulted in the following updated schedule:

May 4, 2016	General Plan Steering Committee overview
July 1, 2016	**Release Draft General Plan (DGP) and** **Release Draft Climate Action Plan**
July	Public Open House, Steering Committee meetings **Planning Commission** and **City Council workshops**
July 29, 2016	**Release Draft EIR** - 45 day review
Aug 11, 2016	DEIR Comment meeting at PC
Sept 15, 2016	Public comment period ends
Oct 31, 2016	Release of FEIR and revised GP and CAP (*tentative* - depends on the volume of comments received)
November	**Planning Commission - Final Hearings**
December	**City Council - Final 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

ATTACHMENTS:

Attachment A - General Plan Table of Contents

Woodland General Plan Table of Contents

Revised April 11, 2016

CHAPTERS

APPENDICES

File #: 16-443, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Long-Term Water Management Policy

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, in Support of a Long-Term Water Conservation and Management Policy in California and that long-term water management policy is most appropriately developed and administered by the California Department of Water Resources.

Staff Contact

Gregor G. Meyer, Public Works Director; greg.meyer@cityofwoodland.org, 530-661-5953

Council Goal

The proposed resolution is consistent with the City Council goal to support sustainability efforts in Woodland.

Fiscal Impact

This action will have no fiscal impact.

Background

In recent weeks, the State Water Resources Control Board staff has indicated interest in pursuing permanent conservation regulations in the near future that could affect the ability of local agencies to determine appropriate water management strategies at the local level. City staff, in conjunction with the Association of California Water Agencies (ACWA), strongly believes that any long-term policy for California should recognize investments in drought-resilience, emphasize ongoing water-use efficiency, and leave management discretion to local water agencies.

Discussion

On February 2, 2016, the State Water Resources Control Board adopted an emergency conservation regulation that will extend mandatory urban conservation through October 2016. The action extends the mandatory conservation requirements that have been in place since the State Water Board's original emergency regulation took effect on June 1, 2015 as a result of Governor Jerry Brown’s April 1, 2016 executive order on the drought.

The recently extended regulation provides for some limited adjustments (e.g., for climate and population growth) to conservation standards assigned to individual urban water suppliers, but continues to rely almost exclusively on mandatory urban water conservation determined by the State Water Board.

Since the 1990s, local water agencies have proactively invested close to $20 billion in drought-resilient strategies and tools that have added nearly 5 million acre-feet of “new” local and regional water supply across the State. These include Woodland’s water recycling, Aquifer Storage and Recovery wells (ASR), and local groundwater recharge. These farsighted investments were supported by the public and have largely shielded California’s overall economy from the worst impacts of the drought. Yet, the State Water Board’s emergency approach largely overlooks the value of both water supply and water efficiency tools made possible by more than 25 years of local investments. The concern is that this approach could extend to longer term, permanent regulations.

As they have done in the past for other important public policy debates, ACWA has asked agencies in the water community to lead by outlining an affirmative policy vision around long-term conservation that preserves local authority and promotes high water use efficiency performance and accountability.

To this end, ACWA is asking its members to weigh in with visible support for a long-term policy vision that demands high levels of water use efficiency, promotes innovation in developing water shortage contingency plans, requires high levels of accountability at local water agencies, while preserving local decision-making authority over water management.

Staff also agrees with ACWA that we must make it clear that long-term policy is most appropriately developed and administered by the California Department of Water Resources, which already is working with the City, ACWA, and other local water agencies to lead implementation and refinement of the 20 X 2020 process - authorized by the Legislature in 2009 - that calls on urban water suppliers to reduce water use by 20% by 2020. Many local agencies already have achieved efficiencies that far exceed that goal. Woodland is one of those communities.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, in Support of a Long-Term Water Conservation and Management Policy in California affirming that the City of Woodland supports a long-term policy that will result in a highly efficient and resilient water future and will allow local water agencies to continue planning for, and investing in, the water supply reliability actions needed to meet California’s 21st century water needs; and that the City of Woodland believes long-term water management policy is most appropriately developed and administered by the California Department of Water Resources, which already has the lead role in managing the State’s Urban Water Management Plan / Water Shortage Contingency Plan process.

Prepared by: Gregor G. Meyer, Public Works Director

Paul Navazio, City Manager

Attachment: Resolution

RESOLUTION NO. _________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND IN SUPPORT OF A LONG-TERM WATER CONSERVATION AND MANAGEMENT POLICY IN CALIFORNIA

WHEREAS, local California water agencies have invested nearly $20 billion in the past 20 years to build and prudently manage diverse water supply portfolios to meet their customers' needs and provide reliable supplies during times of drought; and

WHEREAS, these local investments in everything from water recycling, Aquifer Storage and Recovery wells (ASR), local groundwater recharge, to local and regional water storage to desalination of brackish groundwater and ocean water were made with the public's support and are widely credited with keeping California's economy largely intact throughout the current multiyear drought; and

WHEREAS, the emergency drought regulation adopted in May 2015 and extended in February 2016 by the State Water Resources Control Board largely overlooked these investments and required local urban water suppliers to impose mandatory reductions in water use on their customers, even where hydrology and available local supply options did not warrant such stringent reductions; and

WHEREAS, Californians responded heroically to the drought emergency and largely met the statewide goal of reducing urban water use by 25% through February 2016; and

WHEREAS, the City of Woodland exceeded the state's required reductions by 11%; and

WHEREAS, as the state's focus transitions from the emergency regulation to a potential long-term policy approach to conservation, local water agencies believe it should be the state's policy to emphasize investments in drought-resiliency and ongoing water-use efficiency and to leave discretion with local water agencies to choose appropriate management strategies; and

WHEREAS, California water agencies affirmatively support a long-term policy that demands high levels of water use efficiency, promotes innovation in developing water shortage contingency plans, requires high levels of accountability at local water agencies, and preserves local control over water management decisions;

NOW, THEREFORE, BE IT RESOLVED, that the City of Woodland supports a long-term policy that will result in a highly efficient and resilient water future and will allow local water agencies to continue planning for and investing in the water supply reliability actions needed to meet California's 21st century water needs; and

BE IT FURTHER RESOLVED, that the City of Woodland believes long-term water management policy is most appropriately developed and administered by the California Department of Water Resources, which already has the lead role in managing the state's Urban Water Management Plan / Water Shortage Contingency Plan process.

PASSED AND ADOPTED this 19th day of April 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

APPROVED AS TO FORM:

____
Kara Ueda, City Attorney

ATTEST:

____
Ana B. Gonzalez, City Clerk

Legislation Text

14.

File #: 16-464, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Update from City Council Homeless Ad-Hoc Subcommittee

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

1. Receive a Council Homeless Ad-Hoc Subcommittee update.
2. Discuss and provide direction on funding two initiatives to address chronic homeless individuals:
   a) Approve a $23,740 appropriation, authorize staff to amend the FY 2015/16 budget as necessary, and direct the City Manager to enter into a one-year contract with Fourth & Hope to start a homeless outreach project as soon as possible to identify the chronically unsheltered homeless in Woodland, establish regular ongoing communication with these individuals, and connect them whenever possible to services/programs and housing.
   b) Discuss and provide direction on initiating a "Housing First" pilot project, in collaboration with Yolo County and other partner agencies, to include allocation of up to $100,000 in FY2016/17 funding to assist placing unsheltered homeless individuals into permanent housing.

Staff Contact

Paul Navazio, City Manager (530) 661-5802, paul.navazio@cityofwoodland.org

Fiscal Impact

Funding a homeless outreach pilot project and a short-term supported housing project would result in General Fund costs of $23,740 (FY 2015/16 budget) and $75,000 (FY 2016/17 budget), respectively, for a one-year period. These funds are anticipated to be matched by up to $100,000 in funding proposed to be provided by Yolo County in support of this pilot project.

Background

Meetings and Discussions Held in 2015

Since last summer the City convened a series of meetings with community stakeholders, Yolo County, the Council Homeless Ad Hoc Sub-Committee, and others to discuss homeless issues and consider how to best address gaps in homeless services/programs and affordable housing.

One outgrowth of the discussion was the City Council's adoption, in September 2015, of a "Housing First" model to address chronic homelessness. At its basic level, the Housing First Model places immediate emphasis on the goal of providing permanent housing to individuals and families, followed by provision of case-by-case wrap-around services, as needed. The Housing First Model with its low barrier requirements to housing entry is in sharp contrast to the historical approach whereby focus is on the provision of services (mental health, substance abuse, public health, counseling, food, and temporary shelter.) Ultimately, a successful Housing First approach would lead to permanent housing for formerly homeless individuals and families.

At the October 5, 2015 community stakeholders meeting representatives from Davis' Interfaith Winter Rotating Shelter program and City of Davis staff provided an overview on the establishment of the rotating shelter, operations, and challenges. Stakeholders discussed how a rotating shelter might work in Woodland and whether Woodland's interfaith community would be willing take on this effort. It was acknowledged that Fourth & Hope may be looking at a volunteer approach in order to increase the operating capacity of its emergency homeless shelter.

Most recently, City staff has been working with staff from Yolo County's Adult and Aging Branch (Homeless Services) on developing a pilot project to address unsheltered homeless in Woodland similar, in concept, to the successful "Bridge-to-Housing project undertaken in West Sacramento and the New Pathways Short-Term Supported Housing project being initiated in the City of Davis. Concurrently, staff has worked with Fourth & Hope staff to establish the homeless outreach effort identified as a key foundational element of any successful re-housing initiative.

Woodland's Existing Affordable Housing Efforts

Woodland's affordable housing goals, policies, and programs are addressed primarily in three City-adopted documents: the 2013-2021 Housing Element, one of seven mandatory General Plan elements; Chapter 6A (Inclusionary Housing) of the Woodland Municipal Code; and the Spring Lake Affordable Housing Plan.

A number of the programs establish affordable housing requirements for new residential development. Other programs relate to the financing of affordable housing projects and programs including homeless services, transitional housing, permanent supportive housing, rehabilitation of owner-occupied housing units and rental developments, first time homebuyer loan assistance, and construction of new rental developments.

The City does not independently own or develop affordable housing, but is an active participant in funding affordable housing programs and projects with federal, state, and local funds. The attached map identifies existing affordable housing developments in Woodland. Separate tables provide summary information on each of the developments as well as details on City funding, planning and entitlement assistance.

Most recently, the City Council (last month) approved a general plan amendment/rezone to redesignate the former Yolo General Hospital site at Cottonwood/Beamer for multi-family housing. Mercy Housing plans to construct an 80-unit affordable housing project at the site. The Council also approved a partial development impact fee waiver in the amount of $952,000.

The mapping and tables do not include the results of the City's first time homebuyer loan assistance program. Since 2006, the City has provided first time homebuyer loan assistance to more than 80 families. Most of these families purchased new affordable homes (inclusionary housing units) in the Spring Lake Specific Plan area of the City or to a lesser extent Woodland's Southeast Area Specific Plan. Currently, City staff is working with a group of twelve families through its first-time homebuyer loan assistance program and has sufficient funding to assist at least nine of the families.

Discussion

Initial Efforts: Homeless Outreach

While the City hopes to narrow the gaps between the need for and supply of homeless services/programs and permanent affordable housing in general, it is proposed that the City evaluate the needs of the existing unsheltered homeless population in Woodland.

A homeless count (Point-in-Time (PIT) Count) was last conducted in January 2015 by the Yolo County Homeless and Poverty Action Coalition (HPAC) and identified 192 homeless individuals in Woodland including 54 unsheltered individuals. (This was an increase from previous homeless count (January 2013) of 186 homeless individuals including 40 unsheltered individuals.) Based on the 2015 homeless count, there is currently a shortfall of approximately 56 emergency shelter beds to serve this population.

One approach to address this shortfall is by increasing the emergency shelter capacity at Fourth & Hope. The current capacity is 72 beds; however, Fourth & Hope does not have sufficient funds to staff the shelter at its full capacity. Even with additional funds and/or using volunteer staff to enable the shelter to operate at capacity, the shelter alone may not be the appropriate means to address the potentially complex needs of the unsheltered population.

Little is known about the 56 unsheltered individuals identified in the 2015 Homeless Count. For example, there remains uncertainty on the willingness of these individuals to enter the shelter, remain at the shelter, and access services/case management available at or through referral from the shelter. In addition, a key element of the Housing First model to serve the needs of this vulnerable population is prioritization based on an understanding of individual needs related to age, health (physical and mental), and family status among others. Many homeless may be more readily served by existing programs and resources, while others will require more extensive support than is currently available; others may be suitable to transition to permanent housing without extensive services or case management.

City staff met with Fourth & Hope to develop a homeless outreach effort to engage unsheltered individuals in Woodland in order to collect information on their needs and challenges, establish ongoing communication with these individuals, build trust between them and the outreach staff, refer them to services and programs whenever possible, and form the foundation to structure a collaborative multi-agency approach for transitioning these individuals into permanent housing. Homeless outreach efforts were employed as an early precursor for the Bridge to Housing project in West Sacramento and are being used in Davis' New Pathways Short-Term Supported Housing project. Bridge to Housing and New Pathways both represent collaborative multi-agency approaches for transitioning unsheltered homeless individuals into permanent housing.

Fourth & Hope provided the City with a proposal to fund a half-time homeless outreach position at a cost of $23,740 for a one-year period. Key activities of the outreach position include the following.

- Locate and engage people who are unsheltered, disconnected from local resources.
- Engage and build relationships and participation in services and housing.
- Refer clients to services to help people obtain and maintain housing. Assist in obtaining housing readiness documentation.
- Provide information regarding Fourth & Hope and community programs such as shelter and permanent housing, food, and health care programs.
- Submit daily and weekly outreach reports; enter data into the Homeless Management Information System (HMIS).

- Collect data on client service engagement, housing, income increase, and medical service engagement (reduction in emergency medical and police services).

Staff recommends that the homeless outreach effort start as soon as possible with funding from the current budget (FY 2015/16). Fourth & Hope is exploring funding options to fill the position on a full-time basis in order to add a half-time volunteer coordinator component. This would benefit homeless programs operated by Fourth & Hope including the emergency shelter as Fourth & Hope tries to increase the use of volunteers for its operations and, as a result, increase the capacity of the existing shelter.

Future Efforts: Housing First Pilot Project

The Council sub-committee and city staff have been working with staff from Yolo County's Homeless Services in developing the framework for a pilot "Housing First" project, along the lines of West Sacramento's Bridge to Housing and Davis' New Pathways projects. The goal of the project is to effectively identify and transition chronically homeless individuals to permanent supported housing. The concept is to identify and prioritize individuals experiencing chronic homelessness, place them in short-term housing, provide intensive supportive services, and have them successfully exit to permanent housing.

The City and Yolo County would share the cost of the project, including provision of in-kind services. The project will focus on individuals experiencing chronic homelessness and is composed of four components:

(1) Outreach and prioritization,
(2) Short-term supported housing,
(3) Intensive supportive services, and
(4) Transition to permanent supportive housing

The scale of the project in terms of number of individuals served will depend on the housing site identified for provision of initial short-term housing. The Bridge to Housing project undertaken by the City of West Sacramento represented a major effort to serve 65 individuals. In contrast, the City of Davis' New Pathways Project is targeting up to 4 chronically homeless individuals at a time (utilizing a two-bedroom house owned by the city), with approximately 8-10 individuals circulating through the project each year. County staff advises that an optimum number of individuals that can be served through this process is 10 at a time, representing the number that can be served by a single case manager. If the city is able to identify a site that can house 8-10 individuals at a time, we stand to maximize program outcomes without increasing costs. In theory, scaling the project to serve 8-10 individuals at a time could result in 20-40 chronically homeless persons transitioned over the course of one year.

City funds will be primarily used to rent or lease temporary housing and other related operating expenses while other project partners including Yolo County would be responsible for the provision of support services and funding permanent housing for clients who successfully exit the project.

Based on these parameters, staff estimates the pilot project budget in the range of $200,000 inclusive of the outreach component. Staff is therefore recommending that the City allocate up to an additional $75,000 in the FY2016/17 budget for this purpose, with a commitment from Yolo County to match this level of investment. Other resources are likely available to assist in leveraging any funds applied by the City.

Davis, Yolo County, Davis Community Meals, Yolo Community Care Continuum, and Yolo County Housing are partnering for Davis' New Pathways Short-Term Supported Housing project. For the first year of the project, Davis and Yolo County are evenly splitting the project costs which are approximately $126,000. The Bridge to Housing project in West Sacramento cost in excess of $150,000, and work is underway on a second pilot project serving that community.

Yolo County allocated $200,000 thus far for homeless projects throughout the county. Currently, Yolo County is cost sharing on projects in Davis (New Pathways) and West Sacramento (Bridget to Housing 2.0). Separately, Yolo County plans to budget $100,000 in its FY 2016/17 budget to partner with Woodland on a short-term supported housing project described herein.

Related Efforts: Bridge to Health & Housing Project

Partnership HealthPlan of California last month awarded Yolo County a two-year $499,125 grant for Yolo County's Bridge to Health & Housing project. The project is a collaborative effort between Yolo County, Fourth & Hope, Sutter Davis Hospital, Yolo Community Care Continuum, and Woodland Memorial Hospital which will provide outreach, intensive case management and housing navigation for homeless persons with an acute or chronic health condition or substance use disorder. The project will feature a 24-hour response to Yolo County emergency rooms (Sutter Davis Hospital and Woodland Memorial Hospital) in cases involving frequent utilizers who are homeless, ensuring they are appropriately assessed and linked with services and shelter upon discharge.

The three principal goals of Bridge to Health & Housing are the following.

1. Identifying the most medically vulnerable people experiencing homelessness in Yolo County.

2. Diverting people experiencing homelessness with medical issues from the local emergency rooms into appropriate primary care settings.

3. Improving the overall well-being of medically vulnerable people experiencing homelessness by targeting four social determinants of health: housing stability, physical health, behavioral health, and self-sufficiency.

It is expected that two additional outreach staff will be hired through this grant, with one individual expected to focus on Woodland clients. This effort will be managed in close coordination to the broader Housing First pilot project, but represents another significant effort to address chronic homelessness in our community.

Conclusion

Staff recommends that the City Council take the following actions.

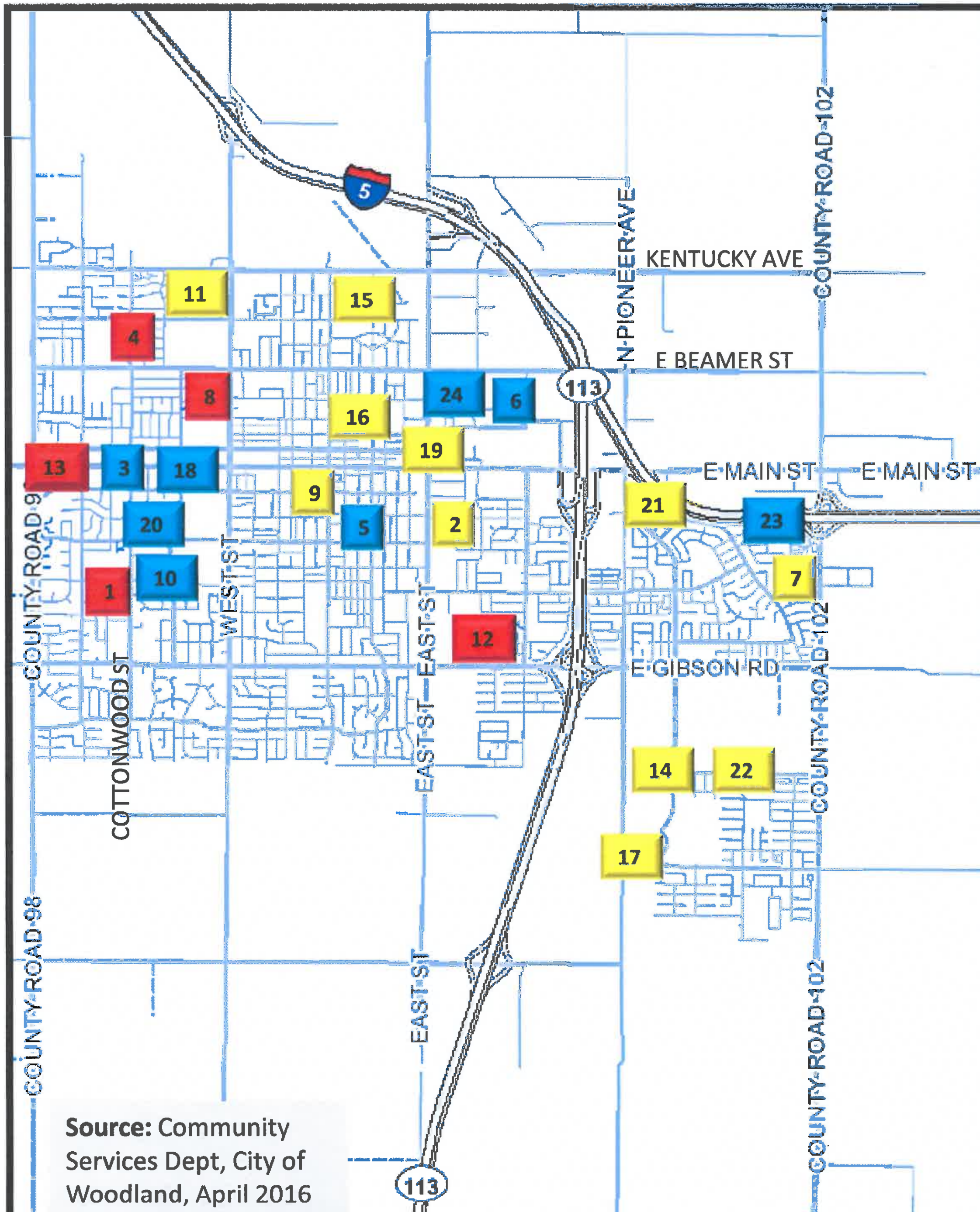
1. Receive a Council Homeless Ad-Hoc Subcommittee update.
2. Discuss and provide direction on funding two initiatives to address chronic homeless individuals:
   a) Approve a $23,740 appropriation, authorize staff to amend the FY 2015/16 budget as necessary, and direct the City Manager to enter into a one-year contract with Fourth & Hope to start a homeless outreach project as soon as possible to identify the chronically unsheltered homeless in Woodland, establish regular ongoing communication with these individuals, and connect them whenever possible to services/programs and housing.

b) Discuss and provide direction on initiating a "Housing First" pilot project, in collaboration with Yolo County and other partner agencies, to include allocation of up to $100,000 in FY2016/17 funding to assist placing unsheltered homeless individuals into permanent housing.

Paul Navazio
City Manager

Attachments:

1. Map of Woodland affordable housing projects
2. Table of Woodland affordable housing projects
3. Table of Woodland affordable housing projects receiving City financial/planning entitlement assistance
4. Fourth & Hope Scope of Work/Budget for Homeless Outreach
5. Draft Housing First Pilot Project budget worksheet
6. Bridge to Housing - Outcome Summary
7. League of California - Homeless Resources



Affordable Housing Rental Developments City of Woodland

Affordable Development

City-Assisted

City-Assisted/Age-Restricted

Development number/name:

1. Acacia Glen Senior Apartments
2. Casa del Sol Mobile Home Park
3. Cherry Glen
4. Cottonwood Meadows
5. Crosswood Apartments
6. Donnelly Circle
7. Eaglewood Apartments
8. Fair Plaza
9. Hotel Woodland
10. Greenery
11. Heritage Oaks
12. Leisureville Mobile Home Park
13. Lincoln Gardens II
14. Mutual Housing Spring Lake
15. New Dimensions Apartments
16. 925 North Street
17. Rochdale Grange
18. Greens Annex
19. Summer House
20. Summertree Apartments
21. Sycamore Pointe
22. Terracina at Spring Lake
23. Woodmark Apartments
24. Yolano Village

CITY OF WOODLAND
Summary of Affordable Rental Units

	Project Name	Address	Owner	Total Units	Lower Income Units		
					ELI	VLI	LI
1	Acacia Glen Sr Apts	615 Acacia Way	Acacia Glen LLC	41	0	8	0
2	Casa del Sol Mobile Home Pk	709 East St	Community Hsng Opps Corporation	156	0	94	39
3	Cherry Glen	762 W Lincoln Ave	Dawson Holdings, Inc	44	5	20	18
4	Cottonwood Meadows	120 N Cottonwood St	New Hope CDC	48	0	0	14
5	Crosswood Apts	646 Third St	New Hope CDC	48	17	19	11
6	Donnelly Circle	0 Lemen Ave	Yolo County Housing	72	29	0	43
7	Eaglewood Apts	1975 Maxwell Ave	Eaglewood CA Partners LLC	156	0	4	36
8	Fair Plaza East Apts	35 W Clover St	Fair Plaza Sr Apts LP	68	0	7	60
9	Hotel Woodland	436 Main St	Hotel Woodland LP	76	0	76	0
10	Greenery	505 W Cross St	Greenery Housing Associates LP	95	0	0	95
11	Heritage Oaks	186 Muir St	Heritage Oaks LP	120	0	12	108
12	Leisureville Mobile Home Park	1313 E Gibson Rd	Leisureville Community Association	150	0	0	76
13	Lincoln Gardens II	440 Ashley Ave	Lincoln Gardens II	20	0	4	0
14	Mutual Housing Spring Lake	2170 Farmers Central Rd	Spring Lake Housing Assocs LP	62	7	38	16
15	New Dimensions Apts	582 Kentucky Ave	Yolo Community Care Continuum	15	0	15	0
16	925 North St	925 North St	Friends of the Mission	7	7	0	0
17	Rochdale Grange	2090 Heritage Parkway	Rochdale Grange LP	44	0	43	0
18	Greens Annex (Skylark Apts)	505 Community Ln	Horowitz Declaration of Trust	29	3	4	0
19	Summer House	206 Fifth St	Summer House Inc	5	5	0	0
20	Summertree Apts	555 Community Ln	Summertree Apts	93	0	0	91
21	Sycamore Pointe	521 Pioneer Ave	Sycamore Pt Partnership LP	136	0	11	124
22	Terracina Spring Lake	1620 Miekle Ave	Springlake Family Apts LP	156	0	85	71
23	Woodmark Apts	700 Kincheloe Ct	Woodmark Partnership LP	173	0	17	154
24	Yolano Village	0 Lemen Ave	Yolo County Housing	60	24	0	36
			TOTALS	**1874**	**97**	**457**	**992**

Notes:

(1) ELI = extremely low income, VLI = very low income and LI = low income.

(2) The non-ELI units at projects 6 and 24 are not income-restricted; however, historically they have been occupied by LI households.

(3) The 184 LI units for projects 8, 11 and 14 are regulated at 60% of Median Household Income.

(4) For project 15 the units are set at 35% of Median Household Income (6 units) and 50% of Median Household Income (9 units).

(5) The units at project 19 are for developmentally disabled adults and have been occupied by ELI residents receiving SSI, but they are not ELI restricted.

CITY OF WOODLAND
Summary of Assistance Provided for Affordable Rental Projects

	Project Name	Address	Description of Assistance
1	Acacia Glen Sr Apts	615 Acacia Way	Reduction in off-street parking requirements and bonus density for the construction of additional residential units.
2	Casa del Sol Mobile Home Pk	709 East St	Loan of $150,000 (2000 redevelopment low-mod housing funds), $1,000,000 loan (2001 CalHFA HELP loan), $1,000,000 loan (2006 CDBG Section 108), and $494,000 grant (2006 SACOG Community Design grant) for acquisition/rehabilitation of project.
3	Cottonwood Meadows	120 N. Cottonwood St	Grants totaling $118,655 (2010 and 2015 CDBG funds) for exterior ADA improvements and re-roof.
4	Eaglewood Apts	1975 Maxwell Ave	Bonus density for the construction of additional residential units.
5	Fair Plaza East Apts	35 W Clover St	Loan of $1,317,000 (2007 CalHFA HELP loan combined with redevelopment low-mod housing funds) to assist with the acquisition/rehabilitation of project.
6	Hotel Woodland	436 Main St	Multiple loans totaling $1,455,764 (1994, 1995, and 1996 CDBG funds) and $245,076.93 loan (1994 redevelopment low-mod housing funds) to assist with acquisition/rehabilitation of project.
7	Heritage Oaks	186 Muir St	Loan of $1,550,000 (2004 CalHFA HELP loan) to assist with acquisition/rehabilitation of project.
8	Leisureville Mobile Home Pk	1313 E Gibson Rd	Loan of $1,227,381 (1995 HOME grant and CDBG funds) to assist the residents purchase Leisureville and establish a loan fund for new low income residents purchasing shares in Leisureville.
9	Lincoln Gardens II	440 Ashley Ave	Waiver of $44,000 in City development impact fees (2001), deferral of $77,040 in City development impact fees, and reduction in off-street parking requirements.
10	Mutual Housing Spring Lake	2170 Farmers Central Rd	Predevelopment loan of $350,000 (2012), $910,000 permanent loan for construction (2013), and $781,739 deferral of City development impact fees (2013). Loans funded through Spring Lake Affordable Housing Fund.
11	New Dimensions	582 Kentucky Ave	Multiple grants totaling $311,025 (2000, 2001, and 2002 CDBG funds) for the construction of the New Dimensions apartment complex (and Safe Harbor residential treatment facility for mentally ill adults).
12	925 North Street	925 North St	Grant of $235,000 (1992 CDBG funds) for the acquisition/rehabilitation of project site) and grant of $68,000 (2015 CDBG funds) for interior rehabilitation of residential units.
13	Rochdale Grange	2090 Heritage Parkway	Loan of $4,000,000 (2006 HOME grant) and deferral of $655,600 in development impact fees and $1,048,476 in Spring Lake Infrastructure Fees (2010).
14	Summer House	206 Fifth St	Multiple grants totaling $88,030 (2000, 2004, 2006, 2007, and 2010 CDBG funds) to convert a single-family home into three apartments, re-roof, replace the HVAC system, construct ADA improvements for bathrooms and a secure storage area for client files, and construct an ADA-compliant entrance.
15	Sycamore Pointe	521 Pioneer Ave	Loan of $885,000 (1997 HOME grant) for construction.
16	Terracina Spring Lake	1620 Miekle Ave	Loan of $4,189,000 (2005 HOME grant & Home Program Income funds), $168,000 infrastructure grant (2006 Workforce Housing Grant), $1,732,000 loan (value of land and fee credits provided by Spring Lake developers to satisfy Spring Lake affordable housing requirements), $655,600 deferral of City development impact fees (2006), and $1,048,476 deferral of Spring Lake Infrastructure Fees (2006).

Homeless Outreach Draft Scope of Work
Fourth & Hope | City of Woodland
revised March 2016

Rationale: Fourth & Hope and the City of Woodland will be partnering to provide outreach services to individuals and families who are homeless in Woodland, working to provide housing – both emergency and permanent – and access to services to this population.

An Outreach Coordinator, hired by Fourth & Hope, will conduct this work. The City of Woodland will fund the position and necessary equipment and supplies up to $23,740.

Homeless Outreach Coordinator (0.5 FTE) - Scope of Work

(20 hours/week)

This position will be supervised by Fourth & Hope.

Working with individuals experiencing homelessness and documenting outcomes:

- Seek out, locate, and engage people who are unsheltered and who are otherwise disconnected from local resources. This may include persons at risk of becoming homeless as well as those living in places not meant for permanent habitation such as those living in or around abandoned buildings, in parks, on the streets, in motels

- Engage and build relationships and participation in services and housing, recognizing that engagement can be a long process and take several contacts with individuals experiencing homelessness.

- Link clients to referrals for services to help people obtain and maintain housing (medical care, mental health services, domestic violence, addiction, etc.). Assist in obtaining housing readiness documentation such as ID, social security card and income verification

- Maintain supply of personal care items that can be distributed to individuals as needed

- Make available transportation to clients for essential services when needed (bus passes, cab vouchers).

- Provide information regarding Fourth & Hope and community programs such as shelter and permanent housing, food, health care programs. Distribute printed material (flyers, brochures) as needed

- Assist in providing access to Fourth & Hope shower and laundry facilities (voucher distribution)

- Establish and maintain positive, professional working relationships with community agencies.

- Provide daily and weekly outreach reports; enter data into the Homeless Management Information System (HMIS) in a timely manner

- Collect data on client service engagement, housing, income increase, medical service engagement (reduction in emergency medical and police services)

- Maintain complete client records, daily activity logs, mileage logs, and other reports as directed (100 client points of contact*/month)

- Maintain client confidentiality at all times

- Participate in the bi-annual Point in Time Count (next count is January, 2017) and other community sponsored activities

- Working a flexible schedule, including early late afternoon and evening hours to best connect with the homeless population

Budget:

Staff wages, salaries benefits: $17,500

Supplies & equipment: $6,240

Itemized:

- Vehicle with signage provided by Fourth & Hope (in-kind contribution)
  - Annual fuel cost: $720
  - Vehicle insurance: $1,000
  - Roadside emergency items (triangle, fire extinguisher, First Aid kit): $200
- iPad/laptop $1,200
- Internet capability: $600/year
- Cell phone: $720
- Engagement supplies for clients** (personal care items, emergency care packages): $1,000
- Bus passes; cab vouchers: $800

* these may be duplicated contacts as sometimes it takes multiple engagements to get someone to make a new choice

** matched in-kind with donations received by Fourth & Hope

City of Woodland
HOUSING FIRST PILOT PROJECT

Goal - Transition 8-10 individuals from Chronic Homelessness to
Temporary / Transitional Housing & support Services to
Permanent Supportive Housing every 3-4 months
Potential to house UP TO 25-30 individuals July 1 - June 30

Project Partners
- City of Woodland
- Yolo County
- Fourth & Hope
- Yolo County Housing (YCH)

Pro Forma Budget

Homeless Outreach	(20 hrs per week)	$	23,750
Volunteer Coordination			5,000
Staffing (Evening/ Overnight)			25,000
Adminstration			15,000
Salaries / Contracts		$	68,750
Client Needs			15,000
Insurance			2,500
Legal/Admin			1,500
Maint. / Repairs			10,000
Rent			80,000
Supplies			10,000
IT/Communications			1,000
Utilities			7,500
Total Services and Supplies			127,500
TOTAL EXPENDITURES		$	196,250
Cost Sharing			
County of Yolo	50%	$	98,125
City of Woodland	50%	$	98,125

Bridge to Housing

Outcomes Summary

In November 2014 the County of Yolo, City of West Sacramento, and Yolo County Housing partnered to implement a pilot project called Bridge to Housing. The project relocated an entire homeless encampment on the West Sacramento riverbank (including 65 individuals experiencing chronic homelessness and their pets) into a single motel. Participants were offered temporary housing at the motel for a period of approximately four months (from November 12 to February 28), as well as intensive case management and services, with the ultimate goal of moving each participant into permanent housing with ongoing supportive services.

PARTICIPANT INFORMATION

⇒ **65** people experiencing chronic homelessness entered the program on November 12, 2014

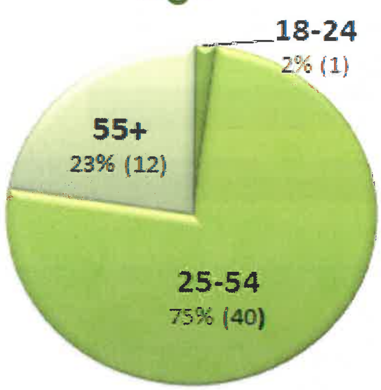
⇒ **53** participants remained engaged at the end of the program on February 28, 2015 **(82% retention rate)**

⇒ **12** participants exited the program early due to:

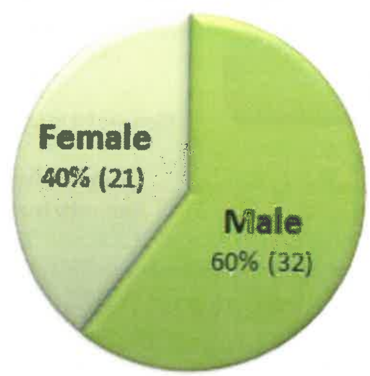
- ◊ *Rule Violations (7)*
- ◊ *Arrests (4)*
- ◊ *Death (1)*

⇒ **42** of the 53 participants that completed the program remained engaged in services with case manager 12 months after exiting the program **(79% retention rate)**

Age

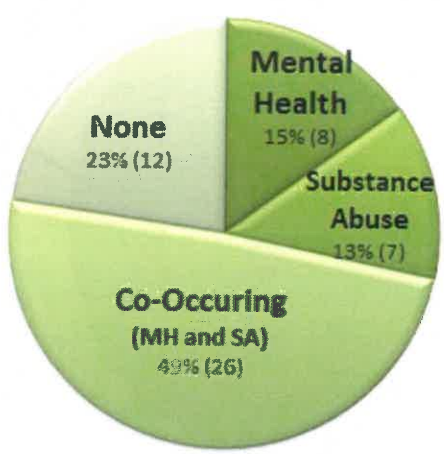


Gender



Veteran

Mental Health and Substance Abuse

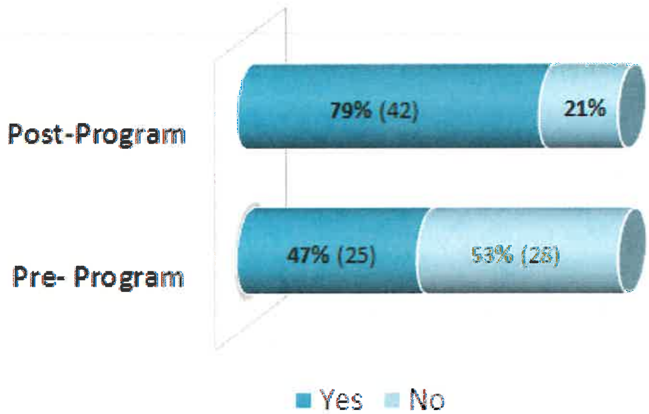


Pets

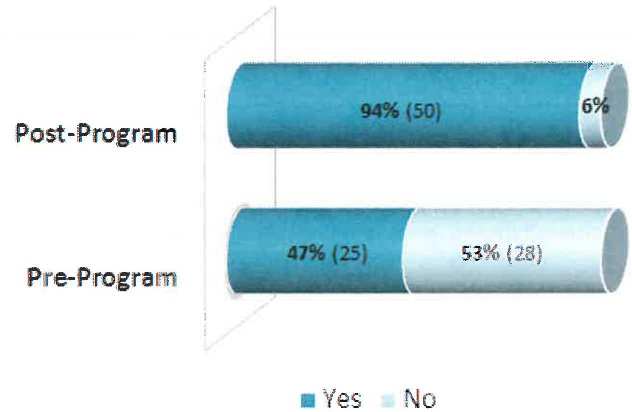
NOTE: *Statistics represent only the 53 participants that remained engaged through the entire program.*

BENEFITS

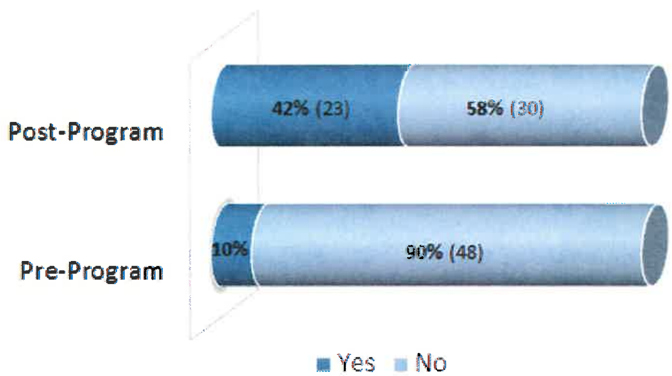
CalFresh



Health Insurance

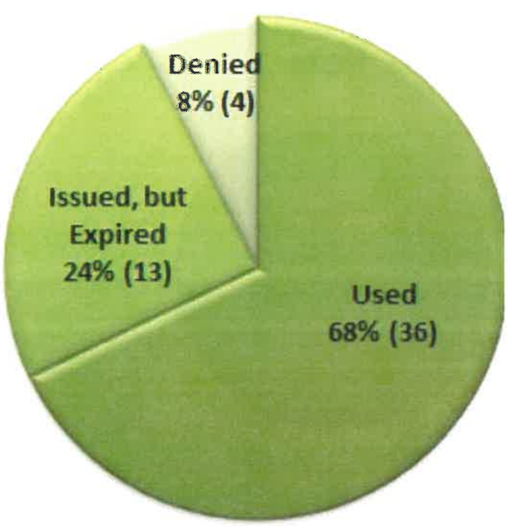


INCOME

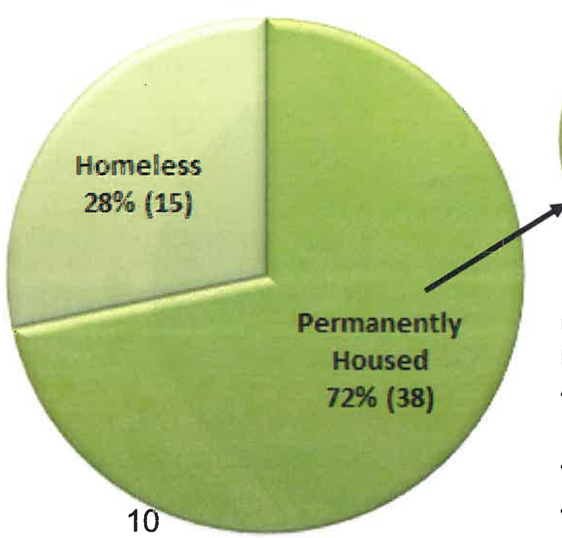


HOUSING

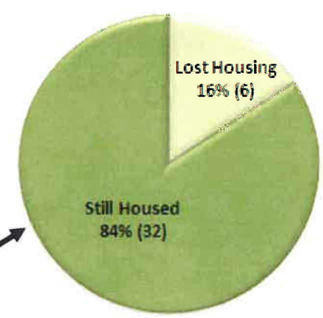
Housing Voucher Status



Housing Status



Update at 15 months



6 participants have lost their permanent housing due to:

- ◊ *Unexpected change in family circumstances (3)*
- ◊ *Eviction (2)*
- ◊ *Arrest (1)*

Homelessness Resources

Last November, the League board of directors, following a policy setting retreat with other League leadership, identified addressing housing affordability and securing more resources to assist the chronically homeless as one its top three policy priorities for 2016.

Improve Housing Affordability. *Increase state and federal financial support, reduce regulatory barriers, and provide additional incentives and local financial tools to address chronic homelessness and improve housing affordability and availability in cities throughout the state.*

The rationale for this priority is obvious -- cities are on the front lines of this issue but there is little to work with. The causes include growing income disparity, uneven recovery from the recession, fewer jobs paying a living wage, flawed and disorganized systems of social services and decades of federal divestment in affordable housing production, coupled with the recent elimination of California's redevelopment agencies and the exhaustion of state housing bonds. The League advocates for constructive proposals that bring resources and flexibility to assist local agencies.

California has an estimated affordable housing shortage of more than one million homes. Funding for development and preservation of affordable homes dropped by a whopping 79 percent, from approximately $1.7 billion annually to nearly nothing. Collectively, it's not a pretty picture.

The League convened an informal homelessness working group in late 2015 comprised of city staff and elected officials from 19 diverse cities to help the organization craft positions on how state policies can best serve local communities in addressing this crisis. Principles developed by this group have been adopted by League policy committees and will be posted once they are reviewed by the full board of directors.

In March 2016, the League hosted a webinar, "Opening Doors to End Homelessness," featuring representatives of federal, state and city government. More than 115 cities took part. The webinar is available to stream. (Please note: Due to technical difficulties, no audio was recorded during the first 10 minutes of the 90-minute presentation). The PowerPoint slides are also available without the audio.

The League is assembling resources and best practices on homelessness.

Resources

Federal

- U.S. Interagency Council on Homelessnes
- H.U.D. Homelessness Assistance webpage
- Mayors Challenge to End Homeless Veteran Homelessness

State

- Veterans Housing and Homelessness Prevention Program
- Emergency Solutions Grant Program

National Organizations

- National Alliance to End Homelessness

Reports

- LAO Overview of State Homelessness Programs presented to the Senate Committee on Budget and Fiscal Review
- City of Los Angeles Comprehensive Homeless Strategy (draft)
- County of Los Angeles Recommended Strategies to Combat Homelessness (draft)
- Gateway Cities Council of Governments Initiative to Reduce Homelessness
- City of Sacramento Cost of Homelessness Report
- U.S. Conference of Mayors 2015 Hunger and Homelessness Survey
- Home Not Found: The Cost of Homelessness in Silicon Valley (Economic Roundtable)
- All Alone: Antecedents of Chronic Homelessness (Economic Roundtable)

Legislation Text

15.

File #: 16-456, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Capital Improvement Program - FY2016/17

Recommendation for Action: Staff recommends that the City Council:

1) receive information regarding the draft update of the Five-Year Capital Improvement Program (CIP), and
2) provide feedback to be incorporated in the CIP update to be considered in conjunction with adoption of the FY2016/17 budget.

Staff Contact

Lynn Johnson, Senior Management Analyst-(530)661-5979, lynn.johnson@cityofwoodland.org

Background

The City's five-year CIP represents the spending plan for major public infrastructure improvements, with specific funding appropriations provided on a year-by-year basis as part of the annual budget. Typically, appropriations for major capital improvement projects are provided consistent with the cash-flow requirements of the phasing of each project (planning, desing and construction). Funding appropriations for multi-year CIP projects are also carried-over from fiscal year to fiscal year.

A capital project is defined as a facility alteration, improvement, or new construction with a cost of $30,000 or more, a repair with a projected life of five or more years, a maintenance project with a cost of over $30,000, a facility related engineering study of significant cost that will lead to a future capital project, or a project that is otherwise listed in the Major Projects Financing Plan (MPFP). Projects within the adopted CIP are consistent with respective master plans, the MPFP, Measure E spending plan, and the water and sewer utility master plans and supporting rate studies. Prior to Council adoption, the CIP will be presented to the City's Planning Commission as required by Government code 65401 for consideration of a finding of conformity with the General Plan.

The majority of the City's capital program is funded through a combination of utility user fees, Measure E, grants, and development impact fees. The City of Woodland has also been successful in obtaining low-interest loans through the Clean Water State Revolving Fund (SRF) to assist with both water and sewer improvement projects. The most recent SRF loan will be used for the Recycled Water Project. Funding from the voter-approved ½ cent sales tax, Measure E (MSE), is in its eleventh year and continues to provide funding for road maintenance, park and recreation facility improvements, and library facility improvements. The CIP contains MSE projects included in the MSE Spending Plan presented to Council under separate cover. Although rebounding some, the City's development impact fee funds continue to struggle from the effects of the economic recession and downturn in the housing market from 2008-2012. This funding shortfall is compounded by the City having advanced funding for significant development fee-funded projects in anticipation of fee revenues that did not materialize. As a result, only those projects considered critical are considered for development fee funding within the overall capital improvement program.

Taken as a whole, the CIP presents the City's blueprint for funding capital projects based on available funding and prioritized infrastructure needs. This report will also highlight several areas were available funding is insufficient to meet capital infrastructure needs or community expectations. Funding strategies are being developed to help ensure that the city can meet the capital infrastructure needs on a going-forward basis.

Discussion

The CIP budget is organized around eight categories:

- *General* - the projects in this category include costs related to the General Plan Update, and projects or studies that impact the entire organization and/or community. There are no new projects in this category for FY2017.

- *Library* - the projects in this category include facility improvements to the existing Library that will optimize its use (Maker Space) and the expansion of the book and media collection to meet increased demand as our community grows. A new project has been added for FY2017 to prepare a Library Facility Needs Assessment to determine how best to meet current and future needs for library services. This new project utilizes MSE funding and is included in the MSE Spending Plan.

- *Park Facilities* - the projects in this category include improvements to existing recreation facilities and parks as well as the design and construction of new park facilities. Most notable for FY2017 is the construction of the Spring Lake Park - N3 and the construction of the two-acre Spring Lake Park - N1. Additionally, funding has been included to make repairs to the artificial turf at the Sports Park (MSE) and for the demolition of Hiddleson Pool.

- *Sewer* - the projects in this category include reconstruction of existing sewer mains and laterals, and various improvements to the Water Pollution Control Facility (WPCF) so that the City can continue to meet current and future Regional Water Quality Control Board waste discharge permit requirements. The annual sewer replacement and our annual asset replacement at the WPCF are the largest of the proposed sewer projects for FY2017.

- *Spring Lake Infrastructure Fee (SLIF)* - projects in this category are funded by the developers building in the Spring Lake area. Funding of the Spring Lake Parks - N1 and N3 and updating the Spring Lake CIP are the largest projects for FY2017.

- *Storm Drainage* - the projects in this area maintain or improve existing storm drain infrastructure. Additionally, the on-going Cache Creek Flood Feasibility project falls into this category. Funding for storm drain projects continues to be a challenge and there are many unmet needs.

- *Transportation* - the projects in this category provide for the study, design, maintenance, and construction of roadways, sidewalks, traffic signals, bikeways, street lighting and general streetscape enhancements. Kentucky Avenue reconstruction is the largest project, with $11 million of SACOG funding available in FY2017. Additionally, a large road maintenance project will be completed in Zones 1 and 2 of the City. Work will continue at various intersections to improve handicap access and design is scheduled to commence on a major “complete streets” project for W. Main that is slated for grant funding from SACOG in 2018 or 2019. A Safe Routes to School Project and completion of an updated ADA Transition Plan have also been added this year. Transportation is our largest funded category for FY2017 containing almost half of the programmed expense.

- *Water* - the projects in this category include the completion of two Aquifer Storage and Recovery (ASR) Wells and water main repair and replacement at various priority locations. Two new projects have been added, an upgrade to the West Street water main to provider greater capacity to convey the higher water flows from the transmission main to the nearby ASR wells and a Recycled Water Master Plan that is required as we move forward with the recycled water project.

The proposed FY2016/17 CIP is relatively robust with approximately $29 million programmed, primarily supported by grant funding ($11M) and utility revenues ($12M). The City’s development fee funds continue to be challenging, and as such there is only $325,000 programmed for projects. On-going debt service obligations in the Park Development, Fire Development and Wastewater Development Fee Funds continue to be a priority within these funds. MSE and SLIF provide the remaining funding in the CIP.

Un-met Capital Needs

There continues to be many unmet capital needs for existing infrastructure as well as new projects that are important to the community. Staff has developed a priority list of improvements to our existing parks that include replacement of poured rubber surfacing, playground equipment replacement, better lighting, tennis and basketball court reconstruction/resurfacing, and restroom rehabilitation among a very long list. Park improvements continue to be difficult to fund, relying on grants, general fund, Measure E and Spring Lake Infrastructure Financing fees.

Although great strides have been made in pavement maintenance/rehabilitation, annual funding is still far from adequate to maintain our road system. In addition, storm drain maintenance including repair and replacement of aging infrastructure continues to be a problem with the current, limited maintenance being subsidized by the general fund. New storm drain legislation, the Trash Amendment, will require major changes to our system and is still considered an “unfunded mandate”. Major improvements to the CR102 storm drainage system are needed to address 100-year flows to Willow Slough.
Construction of a new fire station to serve the southeast area of town has emerged as a priority need. In addition, new and expanded community-serving facilities such as a second pool, expansion of the Woodland Public Library and build-out of Community Sports Park all require prudent planning and prioritization with funding strategies that leverage city funds with available outside funding, including opportunities for public/private partnerships and exploring shared uses.

Finally, the City recognizes the need to plan for the funding requirements of critical infrastructure needs such as flood protection, rail realignment and community-wide high-speed broadband.

Conclusion

Staff recommends that the City Council receive information regarding the draft Capital Improvement Program (CIP), and provide feedback prior to staff seeking formal Council adoption of the update five-year CIP in conjunction with the annual budget.

Prepared by: Lynn Johnson, Senior Management Analyst

Paul Navazio, City Manager

Capital Improvement Program
FY2015/16 - 2019/20
By Category

ProjectNumber	MPFP	ProjectName	ProjectType	Funding Source	Prior Year Funding	2015/16	2016/17	2017/18	2018/19	2019/20
07-06	City-103	General Plan Update	General	Fund 510 - General City	$ 1,200,000	$ 98,400	$ -	$ -	$ -	$ -
07-06	City-103	General Plan Update	General	Fund 501 - Capital Projects	$ 260,000	$ 21,600				
07-07		Zoning Ordinance & CEQA	General	Fund 501 - Capital Projects	$ 100,000	$ -	$ -	$ -	$ -	$ -
08-57	City-6	MPFP Annual Update	General	Fund 510 - General City	$ -	$ 80,000	$ -	$ -	$ -	$ -
15-11		City Hall Annex Remodel/Woodland Opera House Dance & Theatre	General	Fund 506 - Measure "E"	$ 487,000	$ 140,000	$ -	$ -	$ -	$ -
			General Total		$ 2,047,000	$ 340,000	$ -	$ -	$ -	$ -
15-08		Library Facility Improvements	Library	Fund 506 - Measure "E"	$ 50,000	$ 550,000	$ -	$ -	$ -	$ -
17-14		Library Facility Needs Assessment	Library	Fund 506 - Measure "E"	$ -	$ -	$ 125,000	$ -	$ -	$ -
94-45	Lib-3	Library Material Collection	Library	Fund 570 - Library	$ -	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000
			Library Total		$ 50,000	$ 635,000	$ 210,000	$ 85,000	$ 85,000	$ 85,000
03-03		Clark Field	Park Facilities	Fund 506 - Measure "E"	$ 480,000	$ 15,000	$ 15,000	$ 15,000	$ -	$ -
15-05		SLSP Neighborhood Park-N3	Park Facilities	Fund 640 - SLIF Parks &	$ 100,000	$ 300,000	$ 2,630,000	$ 930,000	$ 800,000	$ 950,000
15-07		Camarena Ball Field - Grant Match	Park Facilities	Fund 506 - Measure "E"	$ 25,000	$ 25,000	$ -	$ -	$ -	$ -
16-06		Main Distribution Panel - Brooks Swim Center	Park Facilities	Fund 506 - Measure "E"	$ -	$ 50,000	$ -	$ -	$ -	$ -
16-06		Main Distribution Panel - Brooks Swim Center	Park Facilities	Fund 101 - Measure "J"	$ -	$ 5,000	$ -	$ -	$ -	$ -
17-10		SLSP Neighborhood Park N1	Park Facilities	Fund 640 - SLIF Parks &	$ -	$ -	$ 500,000	$ -	$ -	$ -
17-13		Hiddleson Pool Demolition	Park Facilities	Fund 101 - Measure "J"	$ -	$ -	$ 290,000	$ -	$ -	$ -
17-15		Artificial Turf Repairs	Park Facilities	Fund 506 - Measure "E"	$ -	$ -	$ 31,000	$ -	$ -	$ -
			Park Facilities Total		$ 605,000	$ 395,000	$ 3,466,000	$ 945,000	$ 800,000	$ 950,000
08-21		Annual Sewer Repair and Replacement	Sewer	Fund 220 - Sewer Enterprise	$ 1,316,180	$ 495,000	$ 950,000	$ 750,000	$ 750,000	$ 750,000
08-22		Preliminary Odor Abatement	Sewer	Fund 220 - Sewer Enterprise	$ 324,500	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
08-35		New Calibrated City Sewer Model	Sewer	Fund 220 - Sewer Enterprise	$ 40,000	$ -	$ -	$ -	$ -	$ -
10-11		Treatment Plant Exp-Biosolids	Sewer	Fund 220 - Sewer Enterprise	$ 3,371,000	$ 1,359,000	$ 250,000	$ 500,000	$ 550,000	$ -
10-11		Treatment Plant Exp-Biosolids	Sewer	Fund 210 - Water Enterprise	$ 34,000	$ -	$ -	$ -	$ -	$ -
12-02	needed	Wastewater Aeration Retrofit	Sewer	Fund 220 - Sewer Enterprise	$ 11,425,000	$ 7,725,000	$ -	$ -	$ 1,344,000	$ -
14-02		Water Pollution Asset Replacement Project	Sewer	Fund 220 - Sewer Enterprise	$ 163,119	$ 202,000	$ 2,483,000	$ 440,000	$ -	$ -
14-03		Replacement of Orangeberg Sewer Laterals	Sewer	Fund 220 - Sewer Enterprise	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	
14-07		Sewer Collection System Wastewater Treatment Master Plan	Sewer	Fund 220 - Sewer Enterprise	$ 141,500	$ -	$ -	$ -	$ -	$ -
14-15		Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	Sewer	Fund 220 - Sewer Enterprise	$ 821,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000
			Sewer Total		$ 17,936,299	$ 10,591,000	$ 4,493,000	$ 2,500,000	$ 3,454,000	$ 1,260,000
06-12	SD-109	Spring Lake East Regional Pond Landscaping	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	$ 484,000	$ -	$ -	$ -	$ -	$ -
11-13		North Gibson Ponds Modification for Storm Drainage	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	$ 750,000	$ 1,250,000	$ -	$ -	$ -	$ -
14-04		Monuments and Bus Shelters	SLIF Infrastructure	Fund 682 - SLIF Roads	$ 25,000	$ -	$ -	$ -	$ -	$ -
14-16		Pioneer Avenue High School Entrance to Farmer's Central Rd	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 2,300,000	$ -
15-01		Meikle between Heritage Parkway and Road 25A	SLIF Infrastructure	SLIF	$ 400,000	$ -	$ -	$ -	$ -	$ -
16-04		Spring Lake CIP Update	SLIF Infrastructure	Fund 601 - Spring Lake	$ -	$ 125,000	$ 50,000	$ -	$ -	$ -
17-01		Galvin Way Storm Drain	SLIF Infrastructure	Fund 681 - SLIF Storm Drain	$ -	$ -	$ -	$ 88,000	$ -	$ -
SL-015		Parkland Drive between Pioneer Avenue and Harry Lorenzo Avenue	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 2,294,000	$ -
SL-018		Harry Lorenzo Avenue between Farmers Central and Parkland	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 516,000	$ -
SL-031		GIBSON LANDSCAPE - Harry Lorenzo Avenue to SR 113	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 570,000	$ -
SL-032		Complete 25A Between Promenaade and Parkland	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 2,719,000	$ -
SL-033		SR113 Northbound Offramp at Gibson	SLIF Infrastructure	Fund 682 - SLIF Roads	$ -	$ -	$ -	$ -	$ 400,000	$ -
			SLIF Infrastructure Total		$ 1,659,000	$ 1,375,000	$ 50,000	$ 88,000	$ 8,799,000	$ -
09-15		FloodSAFE Yolo/Cache Creek Feasability	Storm Drain	Fund 220 - Sewer Enterprise	$ 1,900,000	$ 550,000	$ 100,000	$ -	$ -	$ -
09-31		Storz Pond Maintenance	Storm Drain	Fund 581 - Storm Drain	$ 50,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000
16-03	SD-229	Stormwater Quality Design Manual Update & Hydromodification	Storm Drain	Fund 581 - Storm Drain	$ -	$ 150,000	$ -	$ -	$ -	$ -
			Storm Drain Total		$ 1,950,000	$ 710,000	$ 110,000	$ 10,000	$ 10,000	$ 10,000
00-06	IGS-100	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 582 - Road	$ 385,000	$ -	$ -	$ -	$ -	$ -
00-06	IGS-100	I-5/SR113 Freeway to Freeway Connectors Phase 2	Transportation	Fund 506 - Measure "E"	$ 45,000					
02-28	TES-100	Traffic Engineering Services	Transportation	Fund 582 - Road	$ -	$ 20,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
04-07	SC-12 SW-1 NTS-	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 506 - Measure "E"	$ 1,770,650	$ -	$ 300,000	$ -	$ -	$ -
04-07	SC-12 SW-1 NTS-	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 351- Transportation	$ 2,076,950	$ -	$ 11,000,000	$ -	$ -	$ -
04-07	SC-12 SW-1 NTS-	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 210 - Water Enterprise	$ -	$ -	$ 300,000	$ -	$ -	$ -
04-07	SC-12 SW-1 NTS-	Kentucky Avenue Widening and Reconstruction	Transportation	Fund 220 - Sewer Enterprise	$ -	$ -	$ 300,000	$ -	$ -	$ -
06-06		Measure E Planning-Management	Transportation	Fund 506 - Measure "E"	$ -	$ 50,000	$ 50,000	$ 50,000	$ -	$ -
06-14		Annual In-House Road Program Support	Transportation	Fund 506 - Measure "E"	$ -	$ 400,000	$ 400,000	$ 400,000		$ -
08-58		Downtown Streetscape Improvements	Transportation	Fund 821 - Redevelopment	$ 50,000	$ -	$ -	$ -	$ -	$ -
08-58		Downtown Streetscape Improvements	Transportation	Fund 351- Transportation	$ 1,015,000	$ -	$ -	$ -	$ -	$ -
08-58		Downtown Streetscape Improvements	Transportation	Fund 506 - Measure "E"	$ 262,252	$ 295,314	$ -	$ -	$ -	$ -
11-24		I-5/CR 102 Interchange Landscaping	Transportation	Fund 351- Transportation	$ 1,763,579	$ -	$ -	$ -	$ -	$ -
11-24		I-5/CR 102 Interchange Landscaping	Transportation	Fund 501 - Capital Projects	$ 250,000	$ 51,225	$ -	$ -	$ -	$ -
11-27	TSM-202	Main St/Cleveland St Signal Intersection Improvements	Transportation	Fund 351- Transportation	$ 252,000	$ -	$ -	$ -	$ -	$ -
11-27	TSM-202	Main St/Cleveland St Signal Intersection Improvements	Transportation	Fund 582 - Road	$ 60,000	$ 150,000	$ -	$ -	$ -	$ -
13-05		East Main Street Improvement Project	Transportation	Fund 506 - Measure "E"	$ 450,000	$ -	$ -	$ -	$ -	$ -
13-05		East Main Street Improvement Project	Transportation	Fund 351- Transportation	$ 1,700,000	$ -	$ 100,000	$ 1,130,000	$ -	$ -

Capital Improvement Program
FY2015/16 - 2019/20
By Category

ProjectNumber	MPFP	ProjectName	ProjectType	Funding Source	Prior Year Funding	2015/16	2016/17	2017/18	2018/19	2019/20
16-01		2016 Road Maintenance Project	Transportation	Fund 506 - Measure "E"	$ -	$ 1,205,942	$ 1,000,000	$ -	$ -	$ -
16-01		2016 Road Maintenance Project	Transportation	Fund 210 - Water Enterprise	$ -	$ 150,000	$ -	$ -	$ -	$ -
16-02	TBD	Install traffic signal at Freeway Drive & E. Main Street	Transportation	Fund 582 - Road	$ -	$ 450,000	$ -	$ -	$ -	$ -
16-05		School Signalized Crosswalks	Transportation	Fund 506 - Measure "E"	$ -	$ 100,000	$ -	$ -	$ -	$ -
16-07		2015/16 ADA Improvements	Transportation	Fund 320 - CDBG	$ -	$ 272,352	$ -	$ -	$ -	$ -
17-02	NTS-20	Install Traffic Signal at Kentucky/Cottonwood	Transportation	Fund 582 - Road	$ -	$ -	$ -	$ 450,000	$ -	$ -
17-03		2017 Road Maintenance Project	Transportation	Fund 506 - Measure "E"	$ -	$ -	$ -	$ 1,000,000	$ -	$ -
17-06	TP-1	Update Street Master Plan	Transportation	Fund 582 - Road	$ -	$ -	$ 150,000	$ -	$ -	$ -
17-09		West Woodland Safe Routes to School	Transportation	Fund 351- Transportation	$ -	$ -	$ -	$ 1,592,000	$ -	$ -
17-09		West Woodland Safe Routes to School	Transportation	Fund 506 - Measure "E"	$ -	$ -	$ 200,000	$ 482,000	$ -	$ -
17-09		West Woodland Safe Routes to School	Transportation	Fund 210 - Water Enterprise	$ -	$ -	$ -	$ 300,000	$ -	
17-09		West Woodland Safe Routes to School	Transportation	Fund 220 - Sewer Enterprise	$ -	$ -	$ -	$ 300,000	$ -	$ -
17-11		ADA Transition Plan	Transportation	Fund 506 - Measure "E"	$ -	$ -	$ 125,000	$ -	$ -	$ -
17-12		2016/17 ADA Project	Transportation	Fund 320 - CDBG	$ -	$ -	$ 140,000	$ -	$ -	$ -
95-24	TP-3	Planning Analysis Studies	Transportation	Fund 582 - Road	$ -	$ 20,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
TRANS-051		2018 Road Maintenance Project	Transportation	Fund 506 - Measure "E"	$ -	$ -	$ -	$ 700,000	$ 300,000	$ -
TRANS-051		2018 Road Maintenance Project	Transportation	Fund 210 - Water Enterprise	$ -	$ -	$ -	$ 75,000	$ -	$ -
TRANS-062		West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 351- Transportation	$ -	$ -	$ -	$ -	$ 3,742,500	$ -
TRANS-062		West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 506 - Measure "E"	$ -	$ -	$ -	$ 516,000	$ 731,000	$ -
TRANS-062		West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 210 - Water Enterprise	$ -	$ -	$ -	$ -	$ 300,000	$ -
TRANS-062		West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	Transportation	Fund 220 - Sewer Enterprise	$ -	$ -	$ -	$ -	$ 300,000	$ -
			Transportation Total		$ 10,080,431	$ 3,164,833	$ 14,145,000	$ 7,075,000	$ 5,453,500	$ 80,000
08-07		Surface Water Project	Water	Fund 210 - Water Enterprise	$ 52,527,669	$ 200,000	$ 150,000	$ 150,000	$ -	$ -
08-29		Groundwater Monitoring Wells	Water	Fund 210 - Water Enterprise	$ 66,000	$ -	$ -	$ -	$ -	$ -
09-05		Water Source Security System	Water	Fund 210 - Water Enterprise	$ 255,000	$ -	$ -	$ -	$ -	$ -
09-23		Water System Leak Detection, Maintenance & Repairs	Water	Fund 210 - Water Enterprise	$ 2,732,000	$ 2,528,507	$ 2,567,500	$ 2,636,823	$ 2,708,017	$ 2,781,133
11-10		Destroy Old Wells	Water	Fund 210 - Water Enterprise	$ 62,000	$ 269,068	$ -	$ -	$ -	$ -
12-05		Water Transmission Main (West) - Surface Water Local	Water	Fund 210 - Water Enterprise	$ 6,449,000	$ (2,300,000)	$ -	$ -	$ -	$ -
14-09	Wtr-13	Water Master Plan Update	Water	Fund 210 - Water Enterprise	$ 100,000	$ 300,000	$ 200,000	$ 200,000	$ -	$ -
14-13		ASR Testing and Modeling - Surface Water Local	Water	Fund 210 - Water Enterprise	$ 250,000	$ 100,000	$ 100,000	$ -		$ -
15-02		New ASR Well Construction	Water	Fund 210 - Water Enterprise	$ 1,200,000	$ 7,300,000	$ 500,000	$ -	$ -	$ -
15-04		Chromium 6 Investigations	Water	Fund 210 - Water Enterprise	$ 75,000	$ -	$ -	$ -	$ -	$ -
15-10		Recycled Water Program	Water	Fund 210 - Water Enterprise	$ -	$ 6,000,000	$ -	$ -	$ -	$ -
15-15		Dog Gone Alley Water Main Replacement	Water	Fund 210 - Water Enterprise	$ 154,451	$ -	$ -	$ -	$ -	$ -
15-19		Annual Water and Sewer Repair & Replacement	Water	Fund 210 - Water Enterprise	$ 1,850,000	$ -	$ -	$ -	$ -	$ -
15-19		Annual Water and Sewer Repair & Replacement	Water	Fund 220 - Sewer Enterprise	$ -	$ 300,000	$ -	$ -	$ -	$ -
15-22		2016 Annual Water & Sewer Repair & Replacement	Water	Fund 210 - Water Enterprise	$ 150,000	$ -	$ -	$ -	$ -	$ -
16-09		Well #24 & #26 Water Main Project	Water	Fund 210 - Water Enterprise	$ -	$ 250,000	$ -	$ -	$ -	$ -
17-05		ASR Wells	Water	Fund 210 - Water Enterprise	$ -	$ -	$ 1,232,000	$ 4,325,000	$ 4,225,000	$ -
17-07		Recycled Water Master Plan	Water	Fund 210 - Water Enterprise	$ -	$ -	$ 100,000	$ -	$ -	$ -
17-08		West Street Water Main Upgrade	Water	Fund 210 - Water Enterprise	$ -	$ -	$ 1,951,300	$ 2,004,000	$ -	$ -
			Water Total		$ 65,871,120	$ 14,947,575	$ 6,800,800	$ 9,315,823	$ 6,933,017	$ 2,781,133
			Grand Total		$ 100,198,850	$ 32,158,408	$ 29,274,800	$ 20,018,823	$ 25,534,517	$ 5,166,133

Legislation Text

16.

File #: 16-383, Version: 1

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: April 19, 2016
SUBJECT: Approve the Updated Measure E Spending Plan

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the updated Measure E (MSE) Spending Plan which alters the allocation of these resources among the various projects as described.

Staff Contact

Lynn Johnson, Senior Management Analyst-(530) 661-5979, lynn.johnson@cityofwoodland.org

Council Goal

This recommendation is consistent with the City's goal for Fiscal Responsibility by ensuring that ongoing expenditures are supported by ongoing revenue.

Fiscal Impact

Total MSE revenues are estimated to be $51.6 million through the 12-year life of the sales tax measure. The spending plan remains balanced between annual revenue and annual expenditures to ensure that there is no inter-fund borrowing required for project execution and continues to utilize a portion of the MSE revenue to pay on-gong annual debt service on the Community & Senior Center/Sports Park bonds through the life of MSE.

The proposed spending plan assumes the renewal of MSE in the fall (November 2016 ballot) and as such, allocates the expected revenue through FY19. The $2 million reserve target/contingency that was requested by Council in 2010 has been programmed for the replacement of the artificial turf at the Sports Park in FY2019 ($2,450,000).

Should MSE not be renewed in the fall, Council will need to reassess allocation of the remaining MSE funds including the on-going annual debt service obligation of the Community & Senior Center bonds. Although the debt service obligation decreases after 2018, there is still an on-going annual debt service obligation of approximately $1.4 million through 2026 for the remaining Sports Park bonds. Although this obligation is supposed to be paid by the Park Development Fund, remaining MSE revenue will most likely need to be reserved to ensure full funding of debt service until the bonds are paid in full or some other funding source can be found.

Background

On June 6, 2006 the Woodland voters approved MSE, which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland. Additionally, the voters approved three advisory measures outlining the types of projects for which proceeds from MSE would be spent.

- Measure B allocated a minimum of $30.2 million or 45% of MSE for road rehabilitation;
- Measure C approved funding for Community and Senior Center Phase II, Sports Park and renovation and improvement of parks, recreation facilities and pools;
- Measure D approved funding for expansion of the Library, City Hall and the Opera House.

The purpose of the MSE Spending Plan is to allocate the anticipated revenue between the various categories based on the advisory measures and overall community need. An update to the MSE Spending Plan is required based on voter desire to receive an update bi-annually and Council's request to update the MSE Spending Plan annually. The last MSE Spending Plan was approved by Council on March 17, 2015.

We are updating the plan now so that it may be viewed as part of the discussion for the extension of MSE and so the proposed MSE funded projects can be included in the FY 2017 Capital Improvement Program that will be presented for adoption in May with the City's Budget. Changes to the MSE Spending Plan require a 4/5 approval from the City Council.

Discussion

Status of Current Projects

- The two downtown streetscape projects (near the new courthouse and adjacent to the State Theatre) are nearing completion, both utilizing MSE in conjunction with other funding sources.
- The Kentucky Avenue Reconstruction project is using MSE for right-of-way acquisition with federally funded construction planned for 2017.
- A large road maintenance project will be completed this summer in zones 1 and 2. This is the area bounded by Main Street, CR98, East Street, and the north City limits. The work is primarily on local streets with contract additive alternates to include work on some collector roadways in both zones.
- The Opera House Annex Improvements are expected to be finished this spring and the Library Facility Improvements (makerspace) is under design with construction planned for fall 2016.

Measure E Spending Plan Update (FY2016/17)

Two new projects are proposed to be added to the MSE Spending Plan this year in order to leverage MSE funds as local match funds for available grant funding:

- The W. Main Street Bicycle/Pedestrian Mobility and Safety Improvements will improve W. Main Street from West Street to CR 98 including installation of bicycle lanes, sidewalk, pavement rehabilitation, transit improvements, ADA corner improvements and signal modifications. The project will utilize ~$1.2 million of MSE funding to design the project and provide matching funds for the $3.7 million grant award from SACOG for 2018/19. We plan to design the project in FY2017 and try to get earlier appropriation of the SACOG grant since the reconstruction of W. Main Street continues to be a community priority.

- The West Woodland Safe Routes to School project will provide safety improvements to W. Court Street, W. Woodland Avenue, Southwood and California Street. ~$700,000 of MSE funding will be used for design and matching funds for the ~$1.6 million of SACOG's Active Transportation Program grant.

The MSE funding programmed for these two projects will replace the previously programmed 2019 Road Rehabilitation Project ($2 million).

Additionally, three new projects have been added to the spending plan, to be supported entirely by MSE:

- The Americans with Disability (ADA) Transition Plan ($125,000) is necessary to determine our current ADA compliance, identify areas for improvement, and is necessary for compliance with state and federal funding programs.

- A Library Facility Needs Assessment ($125,000) has been added to evaluate the current and future library facility space needs and recommend options for meeting that need.

- A Sports Park Field Repairs project ($31,000) is needed to fund minor repairs in the artificial turf at the Sports Park. This will help prolong the life of the turf, hopefully for 3-5 more years.

The MSE component of the Kentucky Avenue Road rehabilitation project has also been increased by $300,000 to reflect current project estimates related to right-of-way acquisition.

A $2 million reserve/contingency has been maintained in the plan since 2010 to help the City's short term MSE cash flow on an annual basis. Now that the sunset of the ½ cent tax gets closer, we have included a project that utilizes this reserve to fund the replacement of the Sports Park Artificial Turf. As noted earlier in the fiscal analysis, if MSE is not renewed in the fall, Council will have to review and possibly re-prioritize any remaining revenue towards existing debt service obligations.

The repayment of the loan of MSE to the park development fund to pay for debt service related to the Community & Senior Center/Sports Park will be available in the future to program toward other projects that fall within the advisory measures. The timing of this loan repayment is contingent on the receipt of park development fees sufficient to cover annual debt service. The amount loaned through FY2015 was $7.2 million. The refunding of two debt issuances related to the Community & Senior Center/Sports Park reduced the debt service payment to approximately $1.8 million/year. This is the total amount owed annually by the park development fund at this time. All park development fund revenue we receive ($3,900 - $7,100 per single -family unit), is used to pay debt service first. Whatever is remaining in the debt service obligation is then loaned from MSE.

For 2015, we received $525,000 in park development fee thus ~$1.3 million was needed as a MSE loan. We have assumed the development of 100 single-family residential units annually through 2019 to calculate the amount of MSE that will need to be loaned through the life of the spending plan. Although a portion of the bond debt will be paid off in 2018, the remaining debt service obligation will continue through 2026.

The current total MSE revenue estimate is approximately $51.6 million of which ~$29.5 million has already been spent. The revenue estimate is consistent with the out year sales tax forecasts contained in the FY 2017 Operations & Maintenance budget.

MSE Spending Plan Summary by Category

Roads	$ 21,291,748
Opera House	$ 1,483,715
Community Senior Center/Sports Park	$ 7,255,783
Parks/Pool Rehab/Rec Facilities	$ 7,120,836
Library Improvements	$ 998,688
Civic Center Expansion/Facilities	$ 329,455
Overhead Allocation	$ 909,901
Internal Loan for Debt Service	$ 12,288,512
Project Subtotal	$ 51,678,638

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, approving the updated Measure E (MSE) Spending Plan which alters the allocation of these resources among the various projects as described.

Prepared by: Lynn Johnson, Senior Management Analyst

Paul Navazio, City Manager

Attachments: Resolution
2016 MSE Spending Plan

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING THE UPDATED MEASURE E SPENDING PLAN

WHEREAS, on June 6, 2006 the Woodland voters approved Measure E (MSE) which extended the ½ cent supplemental sales tax collected within the boundaries of and for the benefit of the City of Woodland; and;

WHEREAS, on February 6, 2007 the City Council adopted Resolution 4804 that approved a MSE Spending Plan and defined a strategy for financing and execution of projects as defined in the advisory ballot measures; and

WHEREAS, the MSE Spending Plan is updated at least bi-annually; and

WHEREAS, a revised MSE Spending Plan was approved by Council on May 13, 2008 and September 21, 2010; and

WHEREAS, as part of the September 21, 2010 Council action, the City Council requested that the Spending Plan be updated annually and that $2 million of MSE revenue be set aside from project allocation as a reserve target to be programmed at the conclusion of the 12-year tax measure; and

WHEREAS, on March 20, 2012 Council authorized the use of MSE revenue as a loan to the Park Development Fund for the payment of debt service related to the Community Center and Sports Park facilities for FY2012 and directed staff to update project cost estimates and review the draft MSE Spending Plan with the Infrastructure Subcommittee prior to approving the Spending Plan; and

WHEREAS, on July 3, 2012 Council adopted Resolution No. 6085 authorizing the use of MSE revenue to cover on-going debt service requirements related to the Community and Senior Center and Sports Park up to $2 million per year and directed that a loan be established from MSE to the necessary development fee fund to be repaid to MSE as revenue becomes available, and approved the updated MSE Spending Plan;

WHEREAS, on April 23, 2013 Council adopted Resolution No. 6125 approving the updated MSE Spending Plan; and

WHEREAS, on April 15, 2014 Council adopted Resolution No. 6227 approving the updated MSE Spending Plan; and

WHEREAS, on March 17, 2015 Council adopted Resolution No. 6405 approving the updated MSE Spending Plan.

NOW, THEREFORE, BE IT RESOLVED, that a change in the use of funds as recommended by the three advisory measures adopted on June 6, 2006 requires a vote of four members of the City Council during a regular meeting following a public hearing.

BE IT FURTHER RESOLVED, that the attached MSE Spending Plan is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Woodland this 19th day of April 2016, by the following votes:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Tom Stallard, Mayor

ATTEST:

____
Ana B. Gonzalez, City Clerk

Measure E Spending Plan - 2016
4/19/16

	Previous Expenditures	2015/16	2016/17	2017/18	2018/19	Totals	% of Total
MSE Annual Revenue (projections based on Q2-2015 Muni Report)	$ 35,526,639	$ 4,620,998	$ 4,870,697	$ 5,067,388	$ 1,321,319.00	$ 51,679,878	
Reimbursement for purchase of State Theatre	$ 272,837						
(revenue thru fy15 includes interest)							
Roads	$ 8,764,539	$ -	$ -	$ -	$ -		
Kentucky Avenue Widening & Recon Grant Match	$ 118,440	$ 1,652,210	$ 300,000	$ -	$ -		
E. Main St	$ 1,577	$ 448,423	$ -	$ -	$ -		
Grant Match	$ -	$ 100,000	$ 100,000	$ 100,000	$ -		
O&M Road Maintenance - In House	$ -	$ 400,000	$ 550,000	$ 600,000	$ -		
Road Program Management	$ -	$ 50,000	$ 50,000	$ 50,000	$ -		
Main Street Improvements/Beautification	$ 262,271	$ 593,715	$ -	$ -	$ -		
W. Main Street Bicycle/Ped Mobility & Safety	$ -		$ 516,000	$ 731,000			
W. Woodland Safe Routes to School	$ -		$ 200,000	$ 482,000			
ADA Transition Plan			$ 125,000				
Lit Crosswalk Replacement	$ -	$ 100,000	$ -	$ -	$ -		
Contract Pavement Maintenance/Rehabilitation	$ -	$ 1,206,573	$ 1,000,000	$ 1,700,000	$ 1,090,000		
Subtotal for Roads	$ 9,146,827	$ 4,550,921	$ 2,841,000	$ 3,663,000	$ 1,090,000	$ 21,291,748	41%
Opera House/State Theatre/City Hall Annex (for OH)	$ 910,796	$ 572,920	$ -	$ -	$ -	$ 1,483,716	3%
Library	$ 273,688	$ -	$ -	$ -	$ -		
Library Facility Improvements	$ 11,344	$ 588,656	$ -	$ -	$ -		
Library Facility Needs Assessment	$ -	$ -	$ 125,000	$ -	$ -		
Subtotal for Library						$ 998,688	2%
Facilities/City Hall/ADA Facilities	$ 329,455	$ -	$ -	$ -	$ -	$ 329,455	1%
Community Senior Center/Sports Park Debt Service	$ 6,431,047	$ 359,707	$ 359,623	$ 105,407	$ -		
Misc. Park Improvements	$ 2,505,496	$ -	$ -	$ -	$ -		
Rehabilitation of Brooks Swim Center	$ 1,333,653	$ -	$ -		$ -		
Clark Field Improvements	$ 518,427	$ 15,000	$ 15,000	$ 15,000	$ -		
Play Equipment & Electrical Panel - Crawford Park	$ 137,259						
Sports Park Turf Replacement					$ 2,450,000		
Main Distribution Panel - Brooks Pool		$ 50,000					
Grant Match - Camarena Field	$ 25,000	$ 25,000					
Sports Park Field Repairs	$ -	$ -	$ 31,000				
Subtotal for Community Center/Sports Park/Park Maint.						$ 11,926,619	23%
Overhead Allocation	$ 664,901	$ 70,000	$ 70,000	$ 70,000	$ 35,000	$ 909,901	2%
Long Term Loan for Debt Service on the CCS/Sports Park*	$ 7,178,762	$ 1,373,000	$ 1,505,000	$ 1,220,000	$ 1,011,750	$ 12,288,512	24%
Total Expenditures	$ 29,466,655	$ 7,605,204	$ 4,946,623	$ 5,073,407	$ 4,586,750	$ 51,678,639	
MSE Fund Balance	$ 6,332,821	$ 3,348,615	$ 3,272,689	$ 3,266,670	$ 1,239		
MSE Reserve Target/Contingency	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000			
Variance	$ 4,332,821	$ 1,348,615	$ 1,272,689	$ 1,266,670	$ 1,239		

New or modified projects since 2015

* The repayment of the loan of MSE to the Park Development Fund to pay for debt service related to the Community & Senior Center/Sports Park will be available in the future to program towards other projects that fall within the advisory measures.