



# City of Woodland

300 First Street  
Woodland, CA 95695

## Meeting Agenda

### City Council

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Tuesday, October 18, 2016

6:00 PM

Council Chambers

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**JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY  
OCTOBER 18, 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.*

**F. 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.*

[16-770](#)

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](#)

**G. CONSENT CALENDAR**

1. [16-706](#)

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

Recommendation for Action: Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2014 to June 30, 2016.

**Attachments:** [A - SSMP Audit FY 15 and FY16](#)

2. [16-743](#) SUBJECT: Increase in Original Costs and Lease Purchase of a Hybrid High-Reach Truck for Urban Forestry

Recommendation for Action: Staff recommends that the City Council:  
(1) Approve Resolution No. \_\_\_\_\_, Authorizing a \$10,542.00 increase to the original purchasing price of a Hybrid High-Reach Truck for Urban Forestry; and  
(2) Authorize the lease purchase of the Hybrid High-Reach Truck from Umpqua Bank for a total amount of \$225,005.76 over a 7-year term.

**Attachments:** [Altec Additional Build Up Proposal](#)

[Umpqua Bank Lease Quote](#)

[Trees Truck Analysis as of 10132016 under Umpqua Bank Lease](#)

[Resolution](#)

3. [16-759](#) SUBJECT: Revisions to Selected Job Descriptions, and Approval New Salary Range for Library Services Director

Recommendation for Action: Staff recommends that the City Council adopt revisions to the following job descriptions:

- a. Library Services Director;
- b. Deputy Director of Community Development;
- c. Deputy Director of Public Works, Utilities;
- d. Deputy Director of Public Works, Operations & Maintenance; and
- e. Approve new salary range for Library Services Director

**Attachments:** [Library Services Director](#)

[Deputy Director CDD](#)

[Deputy Director of Public Works - Utilities](#)

[Deputy Director of Public Works, Operations & Maintenance](#)

4. [16-769](#) SUBJECT: Approval of Fiscal Year 2016/17 Transportation Development Act Claim

Recommendation for Action: Staff recommends that the City Council approve Resolution No. \_\_\_\_\_, Authorizing Filing of the Annual Transportation Development Act Claim with the Sacramento Area Council of Governments.

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

[Resolution FY2016-17 TDA Claim](#)

5. [16-772](#) SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving and adopting the amended

Conflict of Interest Code pursuant to the Political Reform Act of 1974.

**Attachments:** [Conflict of Interest Code Resolution](#)

[Conflict of Interest Code OCT 18 2016 RED LINE WORKING COPY](#)

[Conflict of Interest Code OCT 18 2016 FINAL](#)

6. [16-776](#) SUBJECT: Community Services Department Quarterly Status Report for the period of July 2016 through September 2016

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

**Attachments:** [1st quarter17](#)

7. [16-777](#) SUBJECT: Budget Appropriation Approval for First Time Homebuyer Loan Assistance Program

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving the following appropriation and amending the FY 2016/17 budget as necessary: \$4,600 in Housing Trust funds (Fund 326) for the City's First Time Homebuyer Loan Assistance Program; a total appropriation of \$28,400 in Fund 326.

**Attachments:** [CC Reso 18Oct16](#)

## H. REPORTS OF THE CITY MANAGER

8. [16-723](#) SUBJECT: Reject All Bids and Re-Authorize Bid Advertisement for Library Improvement Project, CIP 15-08

Recommendation for Action: Staff recommends that the City Council:

1. Approve Resolution No. \_\_\_\_\_, rejecting all bids from the October 6th bid opening; and
2. Re-Authorize bid advertisement for the Library Improvement Project; CIP 15-08.

**Attachments:** [reso reject and rebid CIP15-08](#)

9. [16-780](#) SUBJECT: Road Maintenance Program Project Update

Recommendation for Action: Staff recommends that the City Council receive a presentation from staff regarding the Road Maintenance Program Projects.

## I. ADJOURN

*I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Regular Meeting of the City of Woodland scheduled for October 18, 2016 was posted on October 14, 2016 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.*

*Ana B. Gonzalez, City Clerk*

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



## Legislation Text

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**File #: 16-770, Version: 1**

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**TO:** THE HONORABLE MAYOR AND CITY COUNCIL

**DATE:** October 18, 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](mailto: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

A handwritten signature in black ink, appearing to read "Paul Navazio".

Paul Navazio, City Manager

Attachment

# UPDATED COUNCIL LONG RANGE CALENDAR

**NOVEMBER 1<sup>st</sup>**

**REGULAR MEETING**

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**Minutes**

City Council Meeting Minutes of October 4<sup>th</sup> and 18<sup>th</sup>

**Consent Calendar**

Community Development Department Quarterly Report

Adoption of Resolution Accepting Public Improvements for Subdivision Final Map #5048

**Regular Calendar**

Ordinance: 1<sup>st</sup> Reading – Annual Building Code Update

Ordinance: 1<sup>st</sup> Reading – Annual Fire Code Update

Approve Final Map #5075 CalWest 1

Draft 2035 Climate Action Plan – Overview and Council Feedback

Informational Presentation – Proposition 64 – The Adult Use of Marijuana Act

**NOVEMBER 15<sup>th</sup>**

**REGULAR MEETING**

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**Consent Calendar**

Public Safety Quarterly Report

**Public Hearing**

2<sup>nd</sup> Reading and Adoption - Building Code Update

2<sup>nd</sup> Reading and Adoption - Fire Code Update

**Regular Calendar**

Ordinance: 1<sup>st</sup> Reading Recycling Ordinance Changes

Contract Award – Library Community Learning Lab

OYANG Sub-Division – Consideration of Project Approval(s)

Boxing Gym / Program – Consideration of Relocation Options

**DECEMBER 6<sup>th</sup>**

**C E R E M O N I A L**

**REGULAR MEETING**

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2<sup>nd</sup> Reading and Adoption of Recycling Ordinance

City Council Meeting Minutes of November 1<sup>st</sup> and 15<sup>th</sup>

Resolution Certifying Election Results

Council Re-Organization (Tentative)

**DECEMBER 20<sup>th</sup>**

**REGULAR MEETING**

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City Council 2017 Meeting Calendar

Council Committee/ Liaison Appointments

**FUTURE STUDY SESSIONS (TBD):**

City Council Retreat (January)

Affordable Housing – Part II (February)

Spring Budget Workshop (March)



## Legislation Text

1.

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File #: 16-706, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

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

**Recommendation for Action:** Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past two reporting years of July 1, 2014 to June 30, 2016.

**Staff Contact**

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

**Background**

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

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

**Discussion**

Below is a summary of the SSMP information for FY 14/15 and FY 15/16 and the table below describe the number of SSO events over the past few years.

| Lateral - SSO   | Volume in gallons | Main-line - SSO | Volume in gallons |
|-----------------|-------------------|-----------------|-------------------|
| <b>FY 11/12</b> |                   |                 |                   |
| 20              | 1,419             | 0               | 0                 |
| <b>FY 12/13</b> |                   |                 |                   |
| 17              | 1,737             | 0               | 0                 |
| <b>FY 13/14</b> |                   |                 |                   |

|                 |       |   |     |
|-----------------|-------|---|-----|
| 27              | 2,628 | 1 | 675 |
| <b>FY 14/15</b> |       |   |     |
| 18              | 1,486 | 0 | 0   |
| <b>FY 15/16</b> |       |   |     |
| 16              | 1,221 | 0 | 0   |

The SSMP program's lateral SSOs have been reduced since FY 13/14 by 59%. The SSO volume release has decreased by 46% which is reflective of better training of staff in estimating volume of spills. Main-line SSOs are infrequent but do occur once every 2-3 years. Main-line SSO events decreased with 0 in the last two fiscal years.

The majority of SSO events are associated with stoppages located within lateral connections to the City's main-line system wherein root intrusion and grease are the largest contributors. These two issues are being addressed through a root treatment program, lining of laterals, and the fats, oil, and grease program (FOG) public outreach. Staff treated over 22,700 feet of pipeline in the last two years for prevention of root intrusion.

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

### **Conclusion**

Staff recommends that the City Council certify the Internal Audit of the Sewer System Management Plan (SSMP) for the past reporting years of July 1, 2014 to June 30, 2016.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, City Engineer

Ken Hiatt, Community Development Director



Paul Navazio, City Manager

### **ATTACHMENTS:**

Attachment A - Sewer System Management Plan Audit for FY14/15 and FY 15/16



# Sewer System Management Plan Program Audit

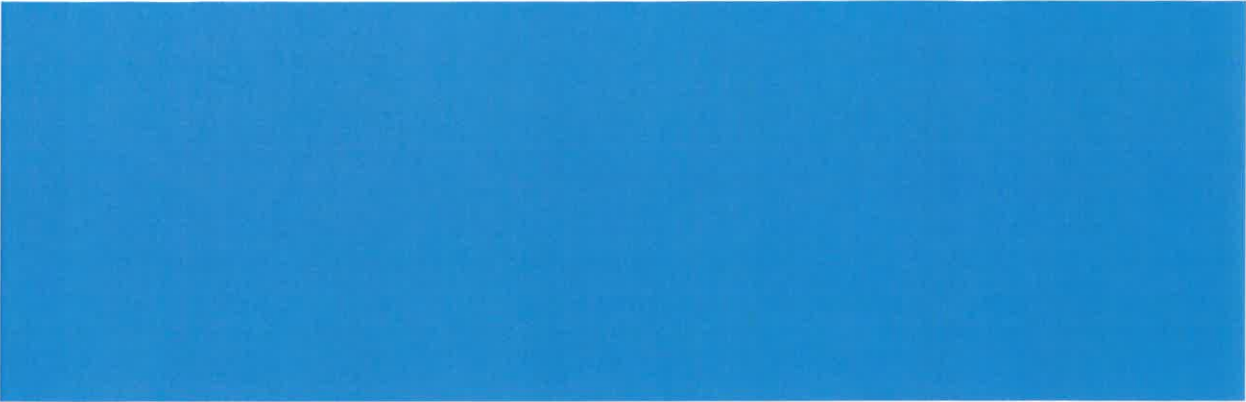
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## *City of Woodland FY 2015 & FY 2016 SSMP Internal Audit*

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

*9/20/2016*

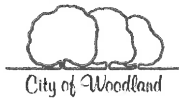
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## ***Memorandum***

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

From: Tim Busch, Principal Utilities Civil Engineer

Date: 09/20/2016

Subject: SSMP Program Audit Cover Letter  
Two-year SSMP Performance Review of FY 15 and FY 16

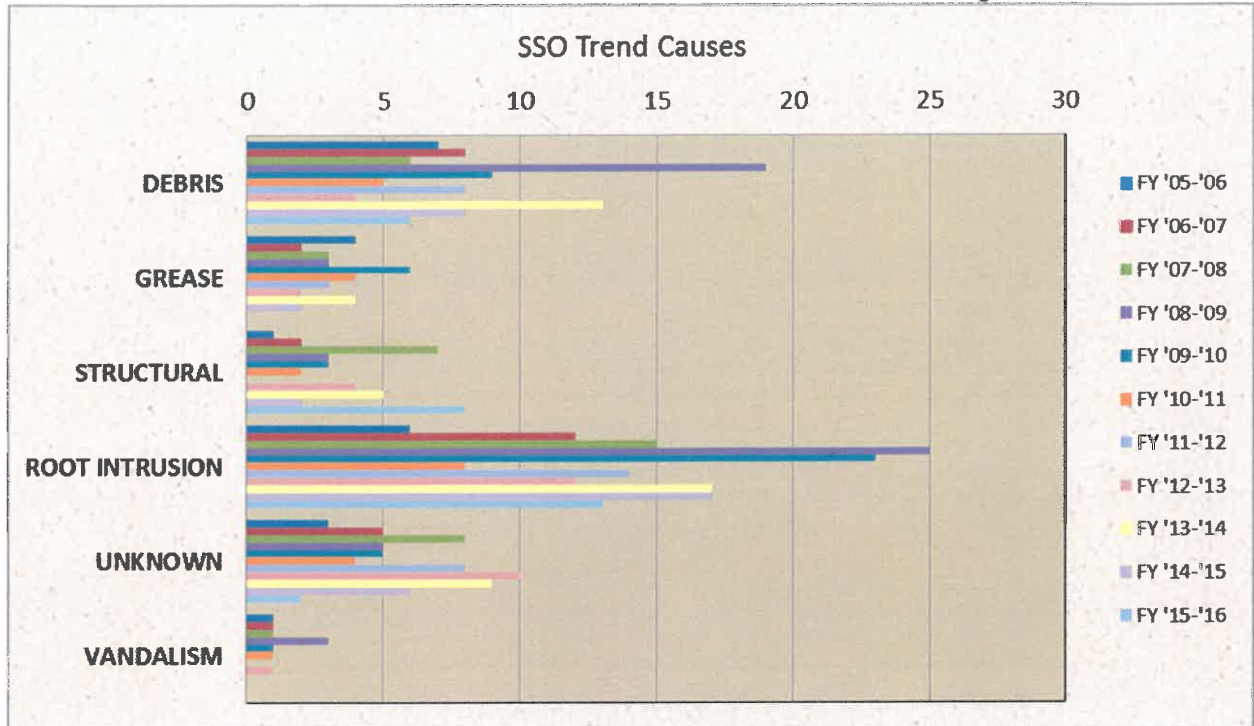
### **Regulatory Compliance**

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

### **Objectives**

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY 14/15 and 15/16. The purpose of the SSMP is to provide a written framework for the management, operation, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service of the sewer collection system while minimizing sanitary sewer overflows (SSOs). This review is completed as part of the annual audit process described in sections ix and x of the City's SSMP. This process helps the SSMP document to evolve over time to address identified deficiencies in the management, operation, and maintenance of the sewer collection system. This memorandum summarizes the following information:

1. SSO history, describing the number and nature of SSOs over the past nine years.
2. Summary of progress of further development of the SSMP elements which have a plan and schedule for full implementation.
3. Summary of how many SSMP elements were implemented over last year.
4. Effectiveness of the implemented SSMP elements.
5. What SSMP elements are planned to be implemented next year.
6. Description of additions and improvements to the collection system over the last year.
7. Description of the additions and improvements to the collection system planned for the upcoming year.
8. Review of performance indicators and overall summary of the past fiscal year with proposed modifications for implementation in fiscal year 16/17 in areas in need of improvement.



**SSO History**

**FY15-16**

| <u>Lateral SSO's</u> | <u>Main SSO's</u> | <u>SSO volume lateral</u> | <u>SSO volume Main</u> |
|----------------------|-------------------|---------------------------|------------------------|
| 16                   | 0                 | 1,221                     | 0                      |

**FY14-15**

| <u>Lateral SSO's</u> | <u>Main SSO's</u> | <u>SSO volume lateral</u> | <u>SSO volume Main</u> |
|----------------------|-------------------|---------------------------|------------------------|
| 18                   | 0                 | 1,486                     | 0                      |

**FY13-14**

| <u>Lateral SSO's</u> | <u>Main SSO's</u> | <u>SSO volume lateral</u> | <u>SSO volume Main</u> |
|----------------------|-------------------|---------------------------|------------------------|
| 27                   | 1                 | 2,628                     | 675                    |

**FY12-13**

| <u>Lateral SSO's</u> | <u>Main SSO's</u> | <u>SSO volume lateral</u> | <u>SSO volume Main</u> |
|----------------------|-------------------|---------------------------|------------------------|
| 17                   | 0                 | 1,737                     | 0                      |

**FY11-12**

| <u>Lateral SSO's</u> | <u>Main SSO's</u> | <u>SSO volume lateral</u> | <u>SSO volume Main</u> |
|----------------------|-------------------|---------------------------|------------------------|
| 20                   | 0                 | 1,419                     | 0                      |

The majority of SSO's are associated with lateral connections to the City System. Overall root intrusion and some debris are being addressed through root treatment program and public outreach. All SSO response is within 45 minutes of notification including after hours emergencies. A CCTV inspection is typically done of the pipes in the area within 1 day of the reported SSO. Documentation of investigations is available to view on GIS through IT Pipes inspections and Cityworks' work orders. For FY 16/17, the current root intrusion preventative maintenance program will change to lining the laterals which will be a cost effective and a more efficient use of staff time in reduction of SSOs in the City.

### **Progress on development of SSMP elements**

The SSMP was reviewed and updated in 2015 as part of the required 5 year revision requirement by the SWRCB which was approved by council June 2015. Key elements that have changed through the amendments of the statewide general waste discharge order for sanitary sewer systems since 2009 are the SSO categories, reporting requirements, and public outreach which were incorporated in the revised SSMP.

The SSMP audit has identified some elements that need refinement in the frequency of data collection and type of data collected for both the utility maintenance workers and management staff. Some elements only need to be collected on an annual basis. Some new data needs to be collected to facilitate data collection for the SSMP and analysis of future needs. The SSMP audit has included a change log that is updated with the details of any changes/revisions to the SSMP's performance indicators based on the current O&M practices, input from key personnel, and any areas that need different methods of data collection.

### **How SSMP elements were implemented over last two years**

The link between CCTV data and the rating system of the sewer system main lines shows on the GIS Utilities map for easy identification of structurally weak mains. In the meantime, there is ~ \$11.6M in the 4 year CIP plan for sewer and lateral repair/replacement. Not all of these projects are scheduled because current rates will not support them. The sewer rate study was completed at the end of FY 12/13 and the new sewer rates were effective as of 1/1/2014. A flat rate remains for residential all non-residential/institutional accounts are now on volumetric rates based on the winter average of water use. The initial sewer rate increase is approximately 13% but the annual adjustments will only be 9% through 2018.

A number of sewer mainline repairs were done the last 2 fiscal years because of problems identified through the CCTV program. The number of repairs completed greatly exceeds the number of repairs associated with SSO's. The majority of SSO's are associated with lateral connections to the City System. The problems are dominated by roots and Orangeburg pipeline failures. The City began a root treatment program in FY 9-10 and created a CIP Orangeburg Lateral Replacement Project.

There was a pipeline failure in Sycamore Ranch at the end of FY 10-11 that cost the City ~ \$350K to repair. The major problem appears to be settlement of the deep manholes. This pattern of problems indicates a need for modification of our standards with respect to installation of sewer projects in areas

of high groundwater and weak soils. Standards will be developed to reflect the need for analysis in future deep sewer development projects.

### **Effectiveness of the implemented SSMP elements**

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

### **What SSMP elements are planned to be implemented next year**

Review and update standards to include an analysis of settlement of manholes in high groundwater areas. Evaluation and assignment based on the CCTV inspection through the CACIP module to bundle CIP work will be a priority in FY 16/17. With repair and reinstallation of the trunk line flow monitors, the gathering of dry and wet flow data from trunk lines to calibrate sewer model has continued through FY 13/14. While discussions with City Council and Infrastructure have not occurred to date, these discussions are planned for FY 14/15 to discuss and gather their support for new ordinances on lateral connections to mandate the installation of cleanouts behind the walk, and elimination of private Orangeburg laterals on repair of any lateral at the time a house is on sale.

The Beamer and Gibson trunk lines were cleaned and CCTV'd in the last quarter of FY 12/13. These two trunklines are the largest sewer assets that remained to be examined and evaluated. This information is driving prioritization of sewer line repair in FY 15/16. There are several large diameter repairs that have been identified with the parts of the Beamer trunk line rehab out to bid for construction in October 2016 but other parts of Beamer trunk line are being delayed to see if they need to be coupled with repairs on the other large diameter trunk lines.

### **Description of additions and improvements to the collection system over the last two years**

The major accomplishments in CIP implementation of the FY 14/15 and FY15/16 were progress in model calibration, identification of system deficiencies for inclusion in the CIP Budget, the Douglass High School Sewer Replacement, CIP 15-14, Dog Gone Alley Water and Sewer Replacement, CIP 15-15, Kentucky Ave. Sewer Rehab, CIP 15-13, and Annual Water and Sewer Repair/Rehab Project, CIP 15-19. Project, CIP 15-14, replaced 575 feet of sewer gravity main that was responsible for multiple sewer issues in the last few years. Dog Gone Alley Water and Sewer Replacement Project, CIP 15-15, replaced 325 feet of sewer gravity main that had sags and breaks in the sewer main determined by CCTV evaluation. Kentucky Ave. Sewer Rehab, CIP 15-13, applied 160 feet of Cured-in-place liner on the Kentucky sewer trunk line which was 27" cast iron pipe that the sewer had deteriorated the original pipe. The Annual Water and Sewer Repair/Rehab Project, CIP 15-19 replaced 5,173 feet of 4" sewer laterals on Antelope St. that was responsible for repeat SSOs due to root intrusion.

The sewer crew did 50 spot repairs/replacements of sewer gravity mains and 3 manholes in FY 14/15 and FY 15/16 based on CCTV inspections which found structural failures in the mains and manholes. In FY 15/16, the crew successfully spot lined deep sewer gravity mains in the spring lake area that had major infiltration/intrusion of water which can lead to sink holes without damaging the roads and for a fraction of the cost to replace a section of the sewer main. Furthermore, the sewer crew replaced 57 laterals due to structural issues found after inspecting the lateral connection.

The purchase of in-house foaming equipment for root control and staff training on equipment has reduced the risks for lateral SSO's because the root SSO locations are being put on an annual pretreatment program. Investigation of all lateral and lateral failures was started at the end of fiscal 10-11 and is continuing. The crews foamed 16,717 feet of pipeline in FY 14/15 and 6,060 feet of pipeline in FY 15/16. On Antelope St., in FY 15/16, 15 sewer laterals were lined due to root intrusion issues which negate any further need for foaming. The Crews cleaned in FY 14/15 over 389,000 feet of sewer and CCTV'd over 250,000 feet of the sewer system. In FY 15/16 crews cleaned over 378,000 feet of sewer and CCTV'd over 273,000 feet of the sewer system. For a combined total of 700,000 feet of cleaned and 500,000 feet CCTV'd in the sewer system in just two years.

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

Major collection system rehabilitation projects planned for FY 16/17 include:

- Lining of 1,280 lineal feet of sewer trunk line along Beamer St., CIP 16-11
- Lining of 160 sewer laterals along Clover St., Buckeye Ave., and Park Ave., CIP 15-22
- Rehabilitation of 3 segments of Harter Ave. sewer main, including lining and replacement of with PVC SDR 26
- Spot repairs of the gravity sewer main at two locations on Memorial Ln.
- Replacement of 375 lineal feet of gravity sewer main along Dog Gone Alley at College St.

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

#### **Review of Performance**

Attached to this memorandum are performance indicator assessment sheets, which summarize the collection of specific data, intended to provide a basis by which performance in various areas related to the management and operation of the sewer collection system are measured. A responsible person is assigned to each performance indicator assessment sheet. Each quarter, each responsible person collects the data related to their assigned performance indicator assessment sheet and provides an interim rating of the City's performance. At the end of the one year auditing period, final assessments, and recommendations for performance improvement are made. This process is described in section ix of the City's SSMP. Attached is a summary of the performance indicators tracked by the City and performance in each area with explanation of why goals were not met and actions taken or to be taken in the next FY for future performance improvements and modifications to the SSMP. Overall, the 65

performance indicators had only 7 below goal PI's in FY 15/16, an improvement over last FY's 12 below goal performance indicators. The main issues with not meeting performance indicator goals were generally due to lack staffing, non-communication with staff on tracking for the SSMP, and a backlog of CCTV inspection for evaluation and assignment in the CACIP module. These are all addressed in the summary spreadsheet and FY 16/17 audit should see a marked decrease in below goals.

**Attachments:**

Performance Indicator Assessment Sheets (48 PI forms)

Summary of Performance Indicator Spreadsheet FY 14/15 and FY15/16

| City of Woodland SSMP Performance Indicator Summary FY 15/16 |                                                                                                  |                  |                                                              |                                                                  |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------|------------------------------------------------------------------|
| Performance Indicator                                        |                                                                                                  | Ratings FY 15/16 | Reason                                                       | Action taken                                                     |
| <b>Audits</b>                                                |                                                                                                  |                  |                                                              |                                                                  |
| <b>Audits</b>                                                | Bi-annual Council Presentation                                                                   | Good             |                                                              |                                                                  |
| <b>Audits</b>                                                | Review of SSMP audits                                                                            | Excellent        |                                                              |                                                                  |
| <b>CCTV</b>                                                  |                                                                                                  |                  |                                                              |                                                                  |
| <b>CCTV</b>                                                  | Footage inspected / 16 work hours                                                                | Excellent        |                                                              |                                                                  |
| <b>CCTV</b>                                                  | Feet inspected with CCTV / year                                                                  | Excellent        |                                                              |                                                                  |
| <b>CCTV</b>                                                  | Pipe segments inspected / year                                                                   | Good             |                                                              |                                                                  |
| <b>CCTV</b>                                                  | % of CCTV surveyys with a 4 or 5 structural grading                                              | Good             |                                                              |                                                                  |
| <b>CMMS&amp;GIS</b>                                          |                                                                                                  |                  |                                                              |                                                                  |
| <b>CMMS&amp;GIS</b>                                          | % population of key GIS attribute fields for gravity sewer mains                                 | Below Goal       | Key attributes are missing from GIS                          | Set aside time to gather and enter information                   |
| <b>CMMS&amp;GIS</b>                                          | % population of key GIS attribute fields for sewer manholes                                      | Below Goal       | Key attributes are missing from GIS                          | Set aside time to gather and enter information                   |
| <b>CMMS&amp;GIS</b>                                          | Year-to-date % of CityWorks work orders that have been closed-out                                | Good/Excellent   |                                                              |                                                                  |
| <b>Codes &amp; Ordinances</b>                                |                                                                                                  |                  |                                                              |                                                                  |
| <b>Codes &amp; Ordinances</b>                                | Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues | Good             |                                                              |                                                                  |
| <b>Codes &amp; Ordinances</b>                                | Time since last actual update to Ordinances/Codes based on sewer-specific issues                 | Good             |                                                              |                                                                  |
| <b>Communication Program</b>                                 |                                                                                                  |                  |                                                              |                                                                  |
| <b>Communication Program</b>                                 | % Communication Activities Completed                                                             | Excellent        | Completed in 2010                                            | PI should be updated to further conduct communication activities |
| <b>Communication Program</b>                                 | % Public Comment Emails Responded To                                                             | Excellent        |                                                              |                                                                  |
| <b>Communication Program</b>                                 | # of Public Comment Email Responses                                                              | N/A              |                                                              |                                                                  |
| <b>Employee Recognition</b>                                  |                                                                                                  |                  |                                                              |                                                                  |
| <b>Employee Recognition</b>                                  | Time since last awards/letters distribution: Operation & Maintenance staff                       | Excellent        | Total of 15 letters of acknowledgement received by O&M Staff |                                                                  |
| <b>FOG Control</b>                                           |                                                                                                  |                  |                                                              |                                                                  |
| <b>FOG Control</b>                                           | Time since last coordination meeting with Environmental Compliance and O&M staff                 | Below Goal       | Met once in FY                                               | Reassign meeting coordination to Alex Truitt                     |
| <b>FOG Control</b>                                           | % reduction of FOG-related SSOs compared to previous year                                        | Excellent        |                                                              |                                                                  |
| <b>FOG Control</b>                                           | Annual # of FOG control public education events                                                  | Excellent        |                                                              |                                                                  |
| <b>FOG Control</b>                                           | % completed of PPP Permit inspections                                                            | Excellent        |                                                              |                                                                  |
| <b>HVVC</b>                                                  |                                                                                                  |                  |                                                              |                                                                  |
| <b>HVVC</b>                                                  | Feet cleaned / year                                                                              | Excellent        |                                                              |                                                                  |
| <b>HVVC</b>                                                  | Pipe segments cleaned / year                                                                     | Excellent        |                                                              |                                                                  |
| <b>HVVC</b>                                                  | Footage cleaned / 16 work hours                                                                  | Good             |                                                              |                                                                  |
| <b>HVVC</b>                                                  | % Pipe segments pre-cleaned prior to CCTV inspection                                             | Excellent        |                                                              |                                                                  |
| <b>Mapping</b>                                               |                                                                                                  |                  |                                                              |                                                                  |
| <b>Mapping</b>                                               | Average time for redline updates                                                                 | Excellent        |                                                              |                                                                  |
| <b>Mapping</b>                                               | % of sites GPS'd from CIP Sewer R&R in construction                                              | Excellent        |                                                              |                                                                  |
| <b>Mapping</b>                                               | % of new development sites GPS'd                                                                 | Excellent        |                                                              |                                                                  |
| <b>O&amp;M Budget</b>                                        |                                                                                                  |                  |                                                              |                                                                  |
| <b>O&amp;M Budget</b>                                        | Funding provided for O&M budget                                                                  | Good             |                                                              |                                                                  |
| <b>O&amp;M Budget</b>                                        | O&M operation cost                                                                               | Good             |                                                              |                                                                  |

| City of Woodland SSMP Performance Indicator Summary FY 15/16 |                                                                                                      |                  |                                                             |                                                                                                                                             |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Performance Indicator                                        |                                                                                                      | Ratings FY 15/16 | Reason                                                      | Action taken                                                                                                                                |
| <b>PM Effectiveness</b>                                      |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>PM Effectiveness</b>                                      | % of work orders that are emergencies                                                                | Excellent        |                                                             |                                                                                                                                             |
| <b>PM Effectiveness</b>                                      | % of Labor and Material Costs that is Emergency Work on Private Laterals                             | Excellent        |                                                             |                                                                                                                                             |
| <b>PM Effectiveness</b>                                      | % of Labor and Material Costs that is Emergency                                                      | Acceptable       | 21% of work order costs were emergency work                 | Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes. |
| <b>PM Frequencies</b>                                        |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>PM Frequencies</b>                                        | % Completion of closed-out work orders vs. expected preventative maintenance work orders             | Good             |                                                             | Determine eventual use of preventative maintenance CityWorks work orders                                                                    |
| <b>PM Frequencies</b>                                        | Frequency of thorough lift station inspection / maintenance                                          | Acceptable       |                                                             | Work with electrical to determine documentation.                                                                                            |
| <b>R&amp;R Funds</b>                                         |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>R&amp;R Funds</b>                                         | Annual R/R funding provided as % of sewer system value                                               | Excellent        |                                                             |                                                                                                                                             |
| <b>R&amp;R Funds</b>                                         | Annual funding provided for R/R program vs. CA&CIP cost projections                                  | Good             |                                                             |                                                                                                                                             |
| <b>R&amp;R Program</b>                                       |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>R&amp;R Program</b>                                       | % of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module | Below Goal       | 45 out of 326 assets evaluated                              | Set aside staff time to evaluate and prioritize sewer rehabilitation projects.                                                              |
| <b>R&amp;R Program</b>                                       | % of assets with risk ratings of 4 or 5 that have CIP “actions” assigned or O&M repairs assigned     | Below Goal       | 44 out of 326 assets assigned actions                       | Set aside staff time to evaluate and prioritize sewer rehabilitation projects.                                                              |
| <b>R&amp;R Program</b>                                       | # of line failures per 100 miles of pipe                                                             | Below Goal       | 7 Structural Failures and emergencies per 100 miles of pipe | Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project                   |
| <b>R&amp;R Program</b>                                       | % of scheduled CIPs designed or in construction                                                      | Acceptable       | 55% of CIPs in design or construction                       | Set aside more time to get sewer projects into construction                                                                                 |
| <b>Replacement Parts</b>                                     |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>Replacement Parts</b>                                     | Frequency of lift station equipment and replacement part inventory review                            | Excellent        |                                                             | Determine necessary documentation.                                                                                                          |
| <b>Replacement Parts</b>                                     | Frequency of Fleet equipment and replacement part inventory review                                   | Excellent        |                                                             | Determine necessary documentation.                                                                                                          |
| <b>Replacement Parts</b>                                     | Frequency of pipeline / manhole equipment and replacement part inventory review                      | Excellent        |                                                             | Determine necessary documentation.                                                                                                          |
| <b>Root Treatment</b>                                        |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>Root Treatment</b>                                        | % reduction in of root related SSOs compared to previous year                                        | Excellent        |                                                             |                                                                                                                                             |
| <b>Root Treatment</b>                                        | Footage of laterals treated for root intrusion/year                                                  | Acceptable       | 6,060 ft treated for root intrusion                         | Determine if lining is a better solution than root treatment, revise PI                                                                     |
| <b>Root Treatment</b>                                        | Average footage of laterals treated/quarter                                                          | Acceptable       | 1,515 ft treated for root intrusion/quarter                 | Determine if lining is a better solution than root treatment, revise PI                                                                     |
| <b>SECAP</b>                                                 |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>SECAP</b>                                                 | Ratio of peak WWF to peak DWF                                                                        | Excellent        |                                                             |                                                                                                                                             |
| <b>SECAP</b>                                                 | Time since last hydraulic model update                                                               | Acceptable       | 24 months                                                   | Have utilities engineering department update and run model.                                                                                 |
| <b>Service Requests</b>                                      |                                                                                                      |                  |                                                             |                                                                                                                                             |
| <b>Service Requests</b>                                      | Response time for urgent calls                                                                       | Excellent        |                                                             |                                                                                                                                             |
| <b>Service Requests</b>                                      | Response time for routine calls                                                                      | Excellent        |                                                             |                                                                                                                                             |
| <b>Service Requests</b>                                      | Average # of service calls / 100 miles of pipe                                                       | Excellent        |                                                             |                                                                                                                                             |

| City of Woodland SSMP Performance Indicator Summary FY 15/16 |                                                                                                   |                  |                                                 |                                                                                                                   |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Performance Indicator                                        |                                                                                                   | Ratings FY 15/16 | Reason                                          | Action taken                                                                                                      |
| <b>SSO Mitigation</b>                                        |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>SSO Mitigation</b>                                        | % captured of SSO (flat, 1-5%)                                                                    | Excellent        |                                                 |                                                                                                                   |
| <b>SSO Mitigation</b>                                        | Average time to investigate SSO with CCTV, when CCTV'd                                            | Excellent        |                                                 |                                                                                                                   |
| <b>SSO Mitigation</b>                                        | % of SSO events investigated with CCTV                                                            | Acceptable       | 83% of SSO's were followed by a CCTV inspection | Increase efforts to follow-up with all SSO's, including private events.                                           |
| <b>SSO Prevention</b>                                        |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>SSO Prevention</b>                                        | # of repeat SSOs / 5 years                                                                        | Below Goal       | 10 repeat SSO's in the past 5 Fys               | Review SGMs connected to repeat SSO's, map repeat SSOs, and review CCTV for main and laterals                     |
| <b>SSO Prevention</b>                                        | # of SSOs / 100 miles / year                                                                      | Excellent        |                                                 |                                                                                                                   |
| <b>SSO Prevention</b>                                        | % reduction of SSOs from previous year                                                            | Excellent        |                                                 |                                                                                                                   |
| <b>SSO Prevention</b>                                        | % of repeat SSOs followed by mitigation                                                           | Good             | 80%: 8/10                                       | Prioritize future repeat SSO locations for R&R work.                                                              |
| <b>SSO Response</b>                                          |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>SSO Response</b>                                          | SSO response time during normal hours                                                             | Excellent        |                                                 |                                                                                                                   |
| <b>SSO Response</b>                                          | SSO response time after normal hours                                                              | Excellent        |                                                 |                                                                                                                   |
| <b>Staffing</b>                                              |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>Staffing</b>                                              | % of vacant positions                                                                             | Excellent        |                                                 |                                                                                                                   |
| <b>Standards Update</b>                                      |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>Standards Update</b>                                      | Time since last actual update to design standards based on sewer-specific issues                  | Excellent        |                                                 |                                                                                                                   |
| <b>Standards Update</b>                                      | Time since last meeting to discuss list of design standard updates based on sewer-specific issues | Excellent        |                                                 |                                                                                                                   |
| <b>Training</b>                                              |                                                                                                   |                  |                                                 |                                                                                                                   |
| <b>Training</b>                                              | Frequency of tabletop / tailgate training                                                         | Acceptable       | Approximately bi-weekly: 29 total               | Review PI to determine necessary frequencies of both field equipment and tailgate training, and possible overlap. |
| <b>Training</b>                                              | Frequency of field / equipment training                                                           | Excellent        | Approximately monthly: 16 total                 |                                                                                                                   |
| <b>Training</b>                                              | Frequency of SSO response training                                                                | Good             | Approximately bi-monthly: 7 total               |                                                                                                                   |

| City of Woodland SSMP Performance Indicator Summary FY 14/15 |                                                                                                  |                  |                                                    |                                                                                                          |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                                                              | Performance Indicator                                                                            | Ratings FY 14/15 | Reason                                             | Action taken                                                                                             |
| Audits                                                       | Annual Council Presentation                                                                      | Acceptable       | Council reviewed SSMP Internal Audit in Nov 2014   |                                                                                                          |
| Audits                                                       | Review of SSMP audits                                                                            | Excellent        |                                                    |                                                                                                          |
| Audits                                                       | Audits                                                                                           |                  |                                                    |                                                                                                          |
| CCTV                                                         | Footage inspected / 16 work hours                                                                | Acceptable       |                                                    |                                                                                                          |
| CCTV                                                         | Feet inspected with CCTV / year                                                                  | Excellent        |                                                    |                                                                                                          |
| CCTV                                                         | Pipe segments inspected / year                                                                   | Excellent        |                                                    |                                                                                                          |
| CCTV                                                         | % Passing quality control check                                                                  | N/A              |                                                    | Remove PI and replace with new PI that evaluates number of level 4/5 pipe conditions.                    |
| CCTV                                                         | CCTV                                                                                             |                  |                                                    |                                                                                                          |
| CMMS&GIS                                                     | % population of key GIS attribute fields for gravity sewer mains                                 | Below Goal       | Key attributes are missing from GIS                | Evaluate Goals, determine if fields are key attributes                                                   |
| CMMS&GIS                                                     | % population of key GIS attribute fields for sewer manholes                                      | Below Goal       | Key attributes are missing from GIS                | Evaluate Goals, determine if fields are key attributes                                                   |
| CMMS&GIS                                                     | Year-to-date % of CityWorks work orders that have been closed-out                                | Good/Excellent   |                                                    |                                                                                                          |
| CMMS&GIS                                                     | CMMS&GIS                                                                                         |                  |                                                    |                                                                                                          |
| Codes & Ordinances                                           | Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues | Acceptable       |                                                    |                                                                                                          |
| Codes & Ordinances                                           | Time since last actual update to Ordinances/Codes based on sewer-specific issues                 | Good             |                                                    |                                                                                                          |
| Codes & Ordinances                                           | Codes & Ordinances                                                                               |                  |                                                    |                                                                                                          |
| Communication Program                                        | % Communication Activities Completed                                                             | Excellent        |                                                    |                                                                                                          |
| Communication Program                                        | % Public Comment Emails Responded To                                                             | Excellent        |                                                    |                                                                                                          |
| Communication Program                                        | # of Public Comment Email Responses                                                              | N/A              |                                                    |                                                                                                          |
| Communication Program                                        | Communication Program                                                                            |                  |                                                    |                                                                                                          |
| Employee Recognition                                         | Time since last awards/letters distribution: Engineering staff                                   | Below Goal       | No awards distributed to Engineering staff         | Find ways to award Engineering Staff, if valid or remove goal                                            |
| Employee Recognition                                         | Time since last awards/letters distribution: Management staff                                    | Below Goal       | No awards distributed to Management staff          | Find ways to award Management Staff, if valid or remove goal                                             |
| Employee Recognition                                         | Time since last awards/letters distribution: Operation & Maintenance staff                       | Good             | 8 letters of acknowledgement received by O&M staff |                                                                                                          |
| Employee Recognition                                         | Employee Recognition                                                                             |                  |                                                    |                                                                                                          |
| FOG Control                                                  | Time since last coordination meeting with Environmental Compliance and O&M staff                 | Acceptable       | Met four times, within 3-4 months                  |                                                                                                          |
| FOG Control                                                  | % reduction of FOG-related SSOs compared to previous year                                        | Excellent        |                                                    |                                                                                                          |
| FOG Control                                                  | Annual # of FOG control public education events                                                  | Excellent        |                                                    |                                                                                                          |
| FOG Control                                                  | Frequency of PPP permits inspections                                                             | Good             |                                                    |                                                                                                          |
| FOG Control                                                  | FOG Control                                                                                      |                  |                                                    |                                                                                                          |
| HVVC                                                         | % Pipe segments pre-cleaned prior to CCTV inspection                                             | Below Goal       | Not documented correctly on City Works             | Find a way to document on Cityworks in such a way that all pre-cleaning is accounted for, Updated the PI |
| HVVC                                                         | Feet cleaned / year                                                                              | Excellent        |                                                    |                                                                                                          |
| HVVC                                                         | Pipe segments cleaned / year                                                                     | Excellent        |                                                    |                                                                                                          |
| HVVC                                                         | Footage cleaned / 16 work hours                                                                  | Good             |                                                    |                                                                                                          |
| HVVC                                                         | HVVC                                                                                             |                  |                                                    |                                                                                                          |
| Mapping                                                      | Time since last GIS redline markup export and update of CAD maps for field changes completed     | Below Goal       | last redline update to CADD done in January 2014   | Email Larry PI and determine if goals are still needed or need to be revised                             |
| Mapping                                                      | Average time for redline updates                                                                 | Excellent        |                                                    |                                                                                                          |
| Mapping                                                      | Average time for rehab & replacement updates                                                     | Excellent        |                                                    |                                                                                                          |

| City of Woodland SSMP Performance Indicator Summary FY 14/15 |                                                                                          |                  |                                                             |                                                                           |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|---------------------------------------------------------------------------|
|                                                              | Performance Indicator                                                                    | Ratings FY 14/15 | Reason                                                      | Action taken                                                              |
| Mapping                                                      | Average time for “new development” updates                                               | Excellent        |                                                             |                                                                           |
| Mapping                                                      | Mapping                                                                                  |                  |                                                             |                                                                           |
| O&M Funds                                                    | Funding provided for O&M budget                                                          | Good             |                                                             |                                                                           |
| O&M Funds                                                    | O&M operation cost                                                                       | Good             |                                                             |                                                                           |
| O&M Funds                                                    | O&M Budgeting                                                                            |                  |                                                             |                                                                           |
| PM Effectiveness                                             | % of work orders that are emergencies                                                    | Excellent        |                                                             |                                                                           |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| PM Effectiveness                                             | % of Labor and Material Costs that is Emergency Work on Private Laterals                 | Excellent        |                                                             |                                                                           |
| PM Effectiveness                                             | % of Labor and Material Costs that is Emergency                                          | Good             |                                                             |                                                                           |
| PM Effectiveness                                             | PM Effectiveness                                                                         |                  |                                                             |                                                                           |
|                                                              | % Completion of closed-out work orders vs. expected preventative maintenance work orders | Below Goal       | Flushing Program was being revised/on hold                  | Revised Flushing Program                                                  |
| PM Frequencies                                               | Frequency of thorough lift station inspection / maintenance                              | Excellent        |                                                             |                                                                           |
| PM Frequencies                                               | PM Frequencies                                                                           |                  |                                                             |                                                                           |
| R&R Funds                                                    | Annual R/R funding provided as % of sewer system value                                   | Excellent        |                                                             |                                                                           |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| R&R Funds                                                    | Annual funding provided for R/R program vs. CA&CIP cost projections                      | N/A              |                                                             | Revise this PI                                                            |
| R&R Funds                                                    | R&R Funds                                                                                |                  |                                                             |                                                                           |
| R&R Program                                                  | % of CCTV inspected assets that have been evaluated in the CA&CIP Module                 | Below Goal       | Unrealistic goal w/ database of 3,521 CCTV records          | Change performance indicator for evaluations 4 or 5, Draft new PI for R&R |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| R&R Program                                                  | % of assets with risk ratings of 4 or 5 that have CIP “actions” assigned                 | Below Goal       | CIP actions assigned will be done during evaluation         | Assign CIP to 4/5 during evaluations, Draft new PI to include O&M R&R     |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| R&R Program                                                  | # of line failures per 100 miles of pipe                                                 | Below Goal       | 7 Structural Failures and emergencies per 100 miles of pipe | Talk with O&M                                                             |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| R&R Program                                                  | % of scheduled CIPs designed or in construction                                          | Good             | 7 CIP repairs completed/design out of 10 CIP bundles        |                                                                           |
| R&R Program                                                  | R&R Program                                                                              |                  |                                                             |                                                                           |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| Replacement Parts                                            | Frequency of lift station equipment and replacement part inventory review                | Acceptable       |                                                             |                                                                           |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| Replacement Parts                                            | Frequency of Fleet equipment and replacement part inventory review                       | Excellent        |                                                             |                                                                           |
|                                                              |                                                                                          |                  |                                                             |                                                                           |
| Replacement Parts                                            | Frequency of pipeline / manhole equipment and replacement part inventory review          | Excellent        |                                                             |                                                                           |
| Replacement Parts                                            | Replacement Parts                                                                        |                  |                                                             |                                                                           |
| Root Treatment                                               | % reduction in of root related SSOs compared to previous year                            | Below Goal       | 17 SSO's this FY vs 17 SSO's last FY                        |                                                                           |
| Root Treatment                                               | Footage of laterals treated for root intrusion/year                                      | Excellent        |                                                             |                                                                           |
| Root Treatment                                               | Averatge footage of laterals treated/quarter                                             | Good             |                                                             |                                                                           |
| Root Treatment                                               | Root Treatment Program                                                                   |                  |                                                             |                                                                           |
| SECAP                                                        | Ratio of peak WWF to peak DWF                                                            | Excellent        |                                                             |                                                                           |
| SECAP                                                        | Time since last hydraulic model update                                                   | Excellent        |                                                             |                                                                           |
| SECAP                                                        | SECAP                                                                                    |                  |                                                             |                                                                           |
| Service Requests                                             | Response time for urgent calls                                                           | Excellent        |                                                             |                                                                           |
| Service Requests                                             | Response time for routine calls                                                          | Excellent        |                                                             |                                                                           |
| Service Requests                                             | Average # of service calls / 100 miles of pipe                                           | Good             |                                                             |                                                                           |

| City of Woodland SSMP Performance Indicator Summary FY 14/15 |                                                                                                   |                  |                                       |                                                                                                                   |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                                                              | Performance Indicator                                                                             | Ratings FY 14/15 | Reason                                | Action taken                                                                                                      |
| Service Requests                                             | Service Requests                                                                                  |                  |                                       |                                                                                                                   |
| SSO Mitigation                                               | % captured of SSO (flat, 1-5%)                                                                    | Excellent        |                                       |                                                                                                                   |
| SSO Mitigation                                               | Average time to investigate SSO with CCTV                                                         | Excellent        |                                       |                                                                                                                   |
| SSO Mitigation                                               | % captured of SSO (steep, >5%)                                                                    | N/A              | No steep areas                        | Remove PI                                                                                                         |
| SSO Mitigation                                               | % complete on-line reporting for category 3 spills                                                | N/A              |                                       |                                                                                                                   |
| SSO Mitigation                                               | SSO Mitigation                                                                                    |                  |                                       |                                                                                                                   |
| SSO Prevention                                               | # of repeat SSOs / 3 years                                                                        | Below Goal       | 4 Repeat SSO's                        | See if repairs are necessary for SGM connected to repeat SSO's, Map Repeat SSO, Review CCTV for main and laterals |
| SSO Prevention                                               | # of SSOs / 100 miles / year                                                                      | Excellent        |                                       |                                                                                                                   |
| SSO Prevention                                               | % reduction of SSOs from previous year                                                            | Excellent        |                                       |                                                                                                                   |
| SSO Prevention                                               | SSO Prevention                                                                                    |                  |                                       |                                                                                                                   |
| SSO Response                                                 | SSO response time during normal hours                                                             | Excellent        |                                       |                                                                                                                   |
| SSO Response                                                 | SSO response time after normal hours                                                              | Excellent        |                                       |                                                                                                                   |
| SSO Response                                                 | SSO Response                                                                                      |                  |                                       |                                                                                                                   |
| Staffing                                                     | % of vacant positions                                                                             | Acceptable       | 9% vacancy or 1 UMI position vacant   | Advertise UMI position                                                                                            |
| Staffing                                                     | Staffing                                                                                          |                  |                                       |                                                                                                                   |
| Standards Update                                             | Time since last actual update to design standards based on sewer-specific issues                  | Acceptable       | Standards were updated within 5 years |                                                                                                                   |
| Standards Update                                             | Time since last meeting to discuss list of design standard updates based on sewer-specific issues | Excellent        |                                       |                                                                                                                   |
| Standards Update                                             | Standards Update                                                                                  |                  |                                       |                                                                                                                   |
| Training                                                     | Frequency of tabletop / tailgate training                                                         | Good             |                                       |                                                                                                                   |
| Training                                                     | Frequency of field / equipment training                                                           | Good             |                                       | Change WO description to include equipment/field training                                                         |
| Training                                                     | Frequency of SSO response training                                                                | Good             |                                       | Change WO description to include SSO response training                                                            |
| Training                                                     | Training                                                                                          |                  |                                       |                                                                                                                   |

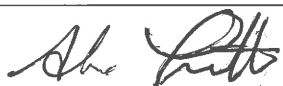
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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                      | <b>SSMP Audits and Updates</b>                                               |                   |                   |             |                  |
| <b>Responsible Person (RP):</b><br>Principal Utilities Civil Engineer                                                                                                                                                                                                                                                             |                                                                              |                   |                   |             |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs. |                                                                              |                   |                   |             |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                                                                           |                                                                              |                   |                   |             |                  |
| 1. <i>Was a bi-annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i><br><b>Data Collection Method:</b> Keep track manually.                                                                                                                                            |                                                                              |                   |                   |             |                  |
| 2. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i><br><b>Data Collection Method:</b> Keep track manually. A file of all peer reviews should be kept.                                      |                                                                              |                   |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                   | <b>Performance Indicators</b>                                                | <b>Rating</b>     |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                   |                                                                              | <b>Below Goal</b> | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                 | Bi-annual Council presentation                                               | No                | -                 | Yes         | -                |
| 2                                                                                                                                                                                                                                                                                                                                 | Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations | > 5 years         | 2-5 years         | 1-2 years   | < 1 year         |

| Periodic Performance Tracking                                                                                                                                                                                                                                            |                |     |         |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|---------|---------------------------------|
| Date                                                                                                                                                                                                                                                                     | Measured Value |     |         | Performance Assessment Comments |
| FY 15/16                                                                                                                                                                                                                                                                 | Goal           | 1   | 2       |                                 |
|                                                                                                                                                                                                                                                                          | Value          | Yes | <1 year |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                              |                |     |         |                                 |
| <b>FY 15/16 Ratings:</b><br><br>1. <b>Good</b> – Presented FY 13/14 on 10/21/2014. Preparing to present FY 14/15 and 15/16.<br><br>2. <b>Excellent</b> – SSMP Audit Review in January 2015 for FY 14/15.<br><br>Recommendation #1: None.<br><br>Recommendation #2: None. |                |     |         |                                 |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

| <b>Goal:</b>                                                          |                                                   | <b>Closed Circuit Television (CCTV) Inspections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                 |           |
|-----------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------|
| <b>Responsible Person (RP):</b><br>Chief Collections Systems Operator |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                 |           |
| <b>Description of Performance Indicator(s) (PIs):</b>                 |                                                   | <p>CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                 |           |
| <b>PIs and Data Collection Methods:</b>                               |                                                   | <ol style="list-style-type: none"> <li><i>The total footage of the collection system inspected per year with CCTV.</i><br/><b>Data Collection Method:</b> Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.</li> <li><i>The total number of pipe segments inspected with CCTV per year.</i><br/><b>Data Collection Method:</b> Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.</li> <li><i>The average footage inspected per 16 hours of work (one full day for a crew of 2).</i><br/><b>Data Collection Method:</b> Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.</li> <li><i>The percentage of CCTV surveys with a 4 or a 5 structural grading in CACIP module.</i><br/><b>Data Collection Method:</b> Determine total number of CCTV inspections completed and the number of CCTV videos with a 4 or 5 structural grading from the CACIP Module.</li> </ol> |                 |                 |           |
|                                                                       | Performance Indicators                            | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                 |           |
|                                                                       |                                                   | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Acceptable      | Good            | Excellent |
| 1                                                                     | Feet inspected with CCTV / year                   | < 100,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 100,000-170,000 | 170,000-200,000 | > 200,000 |
| 2                                                                     | Pipe segments inspected / year                    | < 400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 400-600         | 600-800         | > 800     |
| 3                                                                     | Footage inspected / 16 work hours                 | < 1500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1500-1600       | 1600-2000       | > 2000    |
| 4                                                                     | % CCTV Surveys with a 4 or a 5 structural grading | > 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20-30%          | 10-20%          | < 10%     |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                |                |         |       |       |     |                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|-------|-------|-----|-------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                         | Measured Value |         |       |       |     | Performance Assessment Comments           |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                     | Goal           | 1       | 2     | 3     | 4   | 4. 326 surveys / 2583 total CCTV'd assets |
|                                                                                                                                                                                                                                                                                                                                                                                                              | Value          | 273,947 | 1,653 | 1,671 | 11% |                                           |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                  |                |         |       |       |     |                                           |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 273,947 feet inspected</li> <li><b>Excellent</b> – 1,653 pipe segments inspected</li> <li><b>Good</b> – 1,671 feet inspected / 16 work hours</li> <li><b>Good</b> – 11%</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4: None.</p> |                |         |       |       |     |                                           |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

| <b>Goal:</b>                                          |                                                                   | <b>Computerized Maintenance Management System (CMMS) &amp; Graphical Information System (GIS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |        |           |
|-------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-----------|
| <b>Responsible Person (RP):</b>                       |                                                                   | GIS Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |        |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                                                   | <p>The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&amp;CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified to ensure that scheduled work is completed in a timely manner.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.</i><br/> <b>Data Collection Method:</b> Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate</li> <li><i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.</i><br/> <b>Data Collection Method:</b> Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth</li> <li><i>Percentage of year-to-date CityWorks work orders that are closed</i><br/> <b>Data Collection Method:</b> Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.</li> </ol> |            |        |           |
|                                                       | Performance Indicators                                            | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |        |           |
|                                                       |                                                                   | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Acceptable | Good   | Excellent |
| 1                                                     | % population of key GIS attribute fields for gravity sewer mains  | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 80-90%     | 90-95% | 95-100%   |
| 2                                                     | % population of key GIS attribute fields for sewer manholes       | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 80-90%     | 90-95% | 95-100%   |
| 3                                                     | Year-to-date % of CityWorks work orders that have been closed-out | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 80-90%     | 90-95% | 95-100%   |

| Periodic Performance Tracking |                |     |     |                                 |                                       |
|-------------------------------|----------------|-----|-----|---------------------------------|---------------------------------------|
| Date                          | Measured Value |     |     | Performance Assessment Comments |                                       |
| 1 <sup>st</sup> Qtr           | Goal           | 1   | 2   | 3                               | 3. 432 of 466 closed/completed or 93% |
|                               | Value          | 71% | 46% | 93%                             |                                       |
| 2 <sup>nd</sup> Qtr           | Goal           | 1   | 2   | 3                               | 3. 469 of 502 closed/completed or 93% |
|                               | Value          | 70% | 46% | 93%                             |                                       |
| 3 <sup>rd</sup> Qtr           | Goal           | 1   | 2   | 3                               | 3. 614 of 673 closed/completed or 91% |
|                               | Value          | 70% | 46% | 99%                             |                                       |
| 4 <sup>th</sup> Qtr           | Goal           | 1   | 2   | 3                               | 3. 225 of 281 closed/completed or 91% |
|                               | Value          | 71% | 47% | 94%                             |                                       |

#### Annual Performance Assessment / Recommendations for Updates

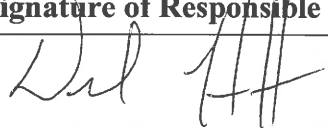
##### FY 15/16 Ratings:

1. **Below Goal** – 71%
2. **Below Goal** – 46%
3. **Good/Excellent** – 1,838 out of 1,932 closed or 95% for FY 15/16.

Recommendation #1: Set aside time to gather and enter information into database.

Recommendation #2: Set aside time to gather and enter information into database.

Recommendation #3: None.

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 9.6.16 |

**Goal:****Maintaining Codes and Ordinances****Responsible Person (RP):**

Principal Utilities Civil Engineer

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.*

**Data Collection Method:** Keep track manually. Current list of updates, and meeting notes from past meetings should be available.

2. *The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.*

**Data Collection Method:** Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.

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

| Periodic Performance Tracking                                                                                                                                                                                                 |                |       |        |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|--------|-------------------------------------------------|
| Date                                                                                                                                                                                                                          | Measured Value |       |        | Performance Assessment Comments                 |
| FY 15/16                                                                                                                                                                                                                      | Goal           | 1     | 2      | 2. Last updated on 1/15/13, 1546 section 19-1-1 |
|                                                                                                                                                                                                                               | Value          | ~1 yr | ~3 yrs |                                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                   |                |       |        |                                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Good</b> – approximately 1 year ago</li> <li><b>Good</b> – 3.5 years ago</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |       |        |                                                 |

|                                                                                    |              |
|------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                       | <b>Date:</b> |
|  | 5/6/16       |

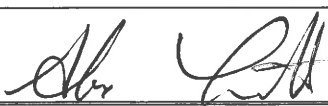
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                       |                   |             |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Communication Program</b>         |                       |                   |             |                  |
| <b>Responsible Person (RP):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Administration Clerk                 |                       |                   |             |                  |
| <b><u>Description of Performance Indicator(s) (PIs):</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |                       |                   |             |                  |
| The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |                       |                   |             |                  |
| <b><u>PIs and Data Collection Methods:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                       |                   |             |                  |
| <p>1. <i>Based on the current SSMP phase as described in the Communication Plan (Development, Implementation, Performance phases) in SSMP section xi, the percentage of communication activities completed that have been scheduled per the Communication Plan Table to-date.</i><br/> <b>Data Collection Method:</b> Keep track manually. RP should develop a file for documenting communication activities and completed dates.</p> <p>2. <i>Total number of year-to-date public comment email responses.</i><br/> <b>Data Collection Method:</b> The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses.</p> <p>3. <i>The percentage of public comment emails received that were responded to.</i><br/> <b>Data Collection Method:</b> RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.</p> |                                      |                       |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Performance Indicators</b>        | <b>Rating</b>         |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      | <b>Below<br/>Goal</b> | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | % Communication Activities Completed | < 70%                 | 70-80%            | 80-90%      | 90-100%          |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | # of Public Comment Email Responses  | N/A                   | N/A               | N/A         | N/A              |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | % Public Comment Emails Responded To | < 80%                 | 80-90%            | 90-95%      | 95-100%          |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                 |                |      |     |                                 |                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|-----|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                          | Measured Value |      |     | Performance Assessment Comments |                                                                                                                                                                                         |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1    | 2   | 3                               | 1. Completed in 2010<br>2. Total of 2 sewer specific emails were received by <a href="mailto:pubworks@cityofwoodland.org">pubworks@cityofwoodland.org</a><br>3. All 2 were responded to |
|                                                                                                                                                                                                                                                                                                                                                                               | Value          | 100% | N/A | 100%                            |                                                                                                                                                                                         |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                   |                |      |     |                                 |                                                                                                                                                                                         |
| <p><b>FY 15/16 Ratings:</b></p> <p>1. <b>Excellent</b> – Communication Activities completed in 2010.</p> <p>2. <b>Excellent</b> – 2 out of 2 emails were responded to in an appropriate amount of time.</p> <p>Recommendation #1: Remove PI and replace with new PI to achieve communication with public.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> |                |      |     |                                 |                                                                                                                                                                                         |

|                                                              |              |
|--------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b> | <b>Date:</b> |
| <i>Susan R Parker</i>                                        | 9/6/16       |

|                                                                                                                                                                                                                                                                   |                                                                       |                   |                   |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------|-------------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                      | <b>Employee Recognition</b>                                           |                   |                   |                  |
| <b>Responsible Person (RP):</b><br>Chief Collections Systems Operator                                                                                                                                                                                             |                                                                       |                   |                   |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br>The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.                      |                                                                       |                   |                   |                  |
| <b>PIs and Data Collection Methods:</b><br>1. <i>The frequency with which awards are distributed to O&amp;M staff</i><br><b>Data Collection Method:</b> Keep Track Manually. Count letters distributed as found in the Q drive and determine frequency in a year. |                                                                       |                   |                   |                  |
|                                                                                                                                                                                                                                                                   | <b>Performance Indicators</b>                                         | <b>Rating</b>     |                   |                  |
|                                                                                                                                                                                                                                                                   |                                                                       | <b>Below Goal</b> | <b>Acceptable</b> | <b>Good</b>      |
|                                                                                                                                                                                                                                                                   |                                                                       |                   |                   | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                 | Time since last awards distribution:<br>Operation & Maintenance staff | < 6 months        | 6 months          | 1 Quarter        |
|                                                                                                                                                                                                                                                                   |                                                                       |                   |                   | 1 month          |

| Periodic Performance Tracking                                                                                                                                                        |                |   |                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|------------------------------------------------------------------|
| Date                                                                                                                                                                                 | Measured Value |   | Performance Assessment Comments                                  |
| 1 <sup>st</sup> Qtr                                                                                                                                                                  | Goal           | 1 | 1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters |
|                                                                                                                                                                                      | Value          | 9 |                                                                  |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                  | Goal           | 1 | 1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters |
|                                                                                                                                                                                      | Value          | 3 |                                                                  |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                  | Goal           | 1 | 1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters |
|                                                                                                                                                                                      | Value          | 2 |                                                                  |
| 4 <sup>th</sup> Qtr                                                                                                                                                                  | Goal           | 1 | 1. Letters in Q:\PubWorks\!ADMIN SERVICES\Congratulatory letters |
|                                                                                                                                                                                      | Value          | 1 |                                                                  |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                          |                |   |                                                                  |
| <b>FY 15/16 Ratings:</b><br><br>1. <b>Excellent</b> – Total of 15 letters of acknowledgement received by O&M Staff: average of 1.25 letters a month.<br><br>Recommendation #1: None. |                |   |                                                                  |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 7/6/16       |

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

**Responsible Person (RP):**  
Environmental Compliance Inspector

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.*

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

2. *The percentage of Pollution Prevention Program (PPP) permit holder inspections completed per quarter.*

**Data Collection Method:** Keep track manually using total number of PPP permit holders and number of inspection forms.

[Note: when PPP program managed through CityWorks, a query can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]

3. *The number of public education outreach events conducted per year.*

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

4. *Time since last joint Environmental Compliance and O&M meeting to review FOG-related issues in the collection system.*

**Data Collection Method:** Keep track manually. RP should keep file of meeting notes and action items from meetings.

|   | Performance Indicators                                                           | Rating     |            |            |            |
|---|----------------------------------------------------------------------------------|------------|------------|------------|------------|
|   |                                                                                  | Below Goal | Acceptable | Good       | Excellent  |
| 1 | % reduction of FOG-related SSOs compared to previous year                        | < 0%       | 0-5%       | 5-10%      | 10-20%     |
| 2 | % completed of PPP permits inspections                                           | <90%       | 90-95%     | 95-100%    | 100%       |
| 3 | Annual # of FOG control public education events                                  | < 200      | 200-300    | 300-400    | > 400      |
| 4 | Time since last coordination meeting with Environmental Compliance and O&M staff | > 6 months | 3-6 months | 2-3 months | < 2 months |

| Periodic Performance Tracking |                |      |      |     |       |                                                                                                                          |
|-------------------------------|----------------|------|------|-----|-------|--------------------------------------------------------------------------------------------------------------------------|
| Date                          | Measured Value |      |      |     |       | Performance Assessment Comments                                                                                          |
| 1 <sup>st</sup> Qtr           | Goal           | 1    | 2    | 3   | 4     | 1. 0 incidents this FY, 1 incident last FY.<br>2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.    |
|                               | Value          | 100% | 100% | 105 | 1 mo  |                                                                                                                          |
| 2 <sup>nd</sup> Qtr           | Goal           | 1    | 2    | 3   | 4     | 1. No incidents this FY, no incidents last FY.<br>2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%. |
|                               | Value          | 0%   | 100% | 45  | 4 mo  |                                                                                                                          |
| 3 <sup>rd</sup> Qtr           | Goal           | 1    | 2    | 3   | 4     | 1. No incident this FY, 1 incident last FY.<br>2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.    |
|                               | Value          | 100% | 100% | 50  | 7 mo  |                                                                                                                          |
| 4 <sup>th</sup> Qtr           | Goal           | 1    | 2    | 3   | 4     | 1. No incidents this FY, 1 incident last FY.<br>2. Actual inspection rates for this quarter: FSBs – 100%, ARBs – 100%.   |
|                               | Value          | 100% | 100% | 107 | 10 mo |                                                                                                                          |

#### Annual Performance Assessment / Recommendations for Updates

##### FY 15/16 Ratings:

1. **Excellent** – 0 incidents this year, 3 incidents last year. 100% reduction.
2. **Excellent** – 100% of all PPP permit holders inspected every quarter.
3. **Excellent** – Total of 307 outreach events conducted, generally information handed out at site visits.
4. **Below Goal** – Met once this FY, over 6 months ago.

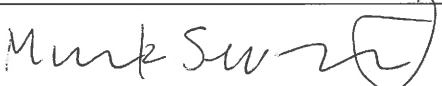
Pretreatment devices for businesses permitted under the City's Pollution Prevention Program are inspected on an ongoing basis: quarterly for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs).

Recommendation #1: None.

Recommendation #2: None.

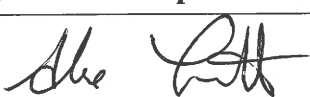
Recommendation #3: Review necessary documentation of outreach events.

Recommendation #4: Reassign Alex Truitt to schedule coordination meetings with Environmental Compliance and O&M staff.

| Signature of Responsible Person: (sign after annual review)                         | Date:    |
|-------------------------------------------------------------------------------------|----------|
|  | 9/6/2016 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                             |                   |                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------|-------------------|-----------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                      | <b>High Velocity Vacuum Cleaning (HVVC)</b> |                   |                 |                  |
| <b>Responsible Person (RP):</b><br>Chief Collections Systems Operator                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |                                             |                   |                 |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.                                                                                                                                                                                                                                                           |                                                      |                                             |                   |                 |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |                                             |                   |                 |                  |
| 1. <i>The total footage of the collection system cleaned per year with HVVC.</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.                                                                                                                                                                                                                      |                                                      |                                             |                   |                 |                  |
| 2. <i>The total number of pipe segments cleaned with HVVC per year.</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.                                                                                                                                                                                                                         |                                                      |                                             |                   |                 |                  |
| 3. <i>The average footage cleaned per 16 hours of work (one full day for a crew of 2).</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production. |                                                      |                                             |                   |                 |                  |
| 4. <i>The percentage of CCTV inspections that were conducted where pre-cleaning was completed.</i><br><b>Data Collection Method:</b> Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).                                                                                   |                                                      |                                             |                   |                 |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Performance Indicators</b>                        | <b>Rating</b>                               |                   |                 |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      | <b>Below Goal</b>                           | <b>Acceptable</b> | <b>Good</b>     | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Feet cleaned / year                                  | < 210,000                                   | 210,000-240,000   | 240,000-300,000 | > 300,000        |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pipe segments cleaned / year                         | < 700                                       | 700-900           | 900-1000        | > 1000           |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Footage cleaned / 16 work hours                      | <1800                                       | 1800-2300         | 2300-2500       | > 2500           |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                       | % Pipe segments pre-cleaned prior to CCTV inspection | < 70%                                       | 70-80%            | 80-90%          | > 90%            |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |         |       |       |     |                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|-------|-------|-----|----------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Measured Value |         |       |       |     | Performance Assessment Comments                                      |
| FY 15-16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Goal           | 1       | 2     | 3     | 4   | 1-3 goals' values are numerically worse than last year's statistics. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Value          | 378,200 | 2,157 | 2,414 | 96% |                                                                      |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |         |       |       |     |                                                                      |
| <p><b>FY 15-16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 378,200 ft cleaned per year with HVVC.</li> <li><b>Excellent</b> – 2,157 segments cleaned with HVVC per year.</li> <li><b>Good</b> – 2,414 feet cleaned per unit.</li> <li><b>Excellent</b> – 96% of sewer main segments are pre-cleaned prior to CCTV. Only counted segments with 'SGM#' and if there was jetting/heavy cleaning done on the Crystal Report.</li> </ol> <p>Recommendation #1: Review rating divisions to increase expectations.</p> <p>Recommendation #2: Review rating divisions to increase expectations.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4: None.</p> |                |         |       |       |     |                                                                      |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/12/16      |

**Goal:****System Mapping****Responsible Person (RP):**

GIS Analyst

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The average time to update GIS maps based on redlines received from O&M staff in the field through Redline Process.*

**Data Collection Method:** Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report.

2. *The % of CIP Sewer R&R in construction that are being GPS'd to update GIS maps*

**Data Collection Method:** Use the Tyler Eden Project Module under Sewer CIP to determine the number of rehabilitation and/or replacement projects in construction through crystal report. Determine the number of GPS sites visited that were/are currently in construction.

3. *The % of new development sites that have been GPS'd*

**Data Collection Method:** Track new developments under current construction, manually. Check these areas of new developments for availability of sewer data in GIS and determine the percentage of subdivision sites that have been GPS'd.

[note: spreadsheet of new developments available through Miguel Chavez.]

|   | Performance Indicators                              | Rating     |            |          |           |
|---|-----------------------------------------------------|------------|------------|----------|-----------|
|   |                                                     | Below Goal | Acceptable | Good     | Excellent |
| 1 | Average time for redline updates                    | > 12 days  | 10-12 days | 8-9 days | < 7 days  |
| 2 | % of sites GPS'd from CIP Sewer R&R in construction | < 25%      | 25-70%     | 70-100%  | 100%      |
| 3 | % of new development sites GPS'd                    | < 50 %     | 50-85%     | 85-100%  | 100%      |

| Periodic Performance Tracking |                |        |      |      |                                                                                         |
|-------------------------------|----------------|--------|------|------|-----------------------------------------------------------------------------------------|
| Date                          | Measured Value |        |      |      | Performance Assessment Comments                                                         |
| 1 <sup>st</sup> Qtr           | Goal           | 1      |      |      |                                                                                         |
|                               | Value          | 5 days |      |      |                                                                                         |
| 2 <sup>nd</sup> Qtr           | Goal           | 1      |      |      |                                                                                         |
|                               | Value          | 4 days |      |      |                                                                                         |
| 3 <sup>rd</sup> Qtr           | Goal           | 1      |      |      |                                                                                         |
|                               | Value          | 7 days |      |      |                                                                                         |
| 4 <sup>th</sup> Qtr           | Goal           | 1      | 2    | 3    | 2,3. All areas of new development/R&R locations with sewer involvement have been GPS'd. |
|                               | Value          | 6 days | 100% | 100% |                                                                                         |

#### Annual Performance Assessment / Recommendations for Updates

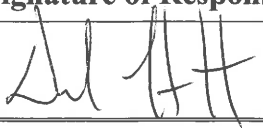
##### FY 15/16 Ratings:

1. **Excellent** – Year end average is 6 days.
2. **Excellent** – 100% of R&R sites listed as CIP Projects have GIS data on sewer infrastructure.
3. **Excellent** – 100% of new development sites have GIS data on sewer infrastructure.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 9.6.16 |

**Goal:****Operation and Maintenance Budgeting****Responsible Person (RP):**

Management Analyst

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.*

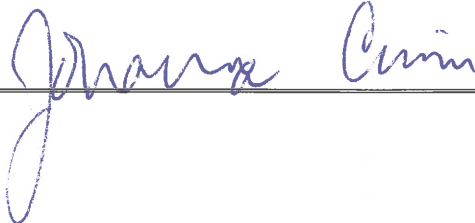
**Data Collection Method:** Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly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

2. *The annual cost of operating and maintaining the collection system per foot of main line pipe.*

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

|   | Performance Indicators          | Rating           |                      |                   |               |
|---|---------------------------------|------------------|----------------------|-------------------|---------------|
|   |                                 | Below Goal       | Acceptable           | Good              | Excellent     |
| 1 | Funding provided for O&M budget | < \$1/ft/year    | \$1-\$2/ft/year      | \$2-\$3/ft/year   | > \$3/ft/year |
| 2 | O&M operation cost              | > 100%<br>budget | 95-100% of<br>budget | <95% of<br>budget | N/A           |

| Periodic Performance Tracking                                                                                                                                                   |                |           |                                 |                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                            | Measured Value |           | Performance Assessment Comments |                                                                                                                                                             |
| FY 15/16                                                                                                                                                                        | Goal           | 1         | 2                               | 1. Good – \$2,437,609.50 / 973,203.56 ft of sewer pipe = \$2.50/ ft<br>2. Good –\$2,198,515.66 divided by 973,203.56 feet = \$2.25/ ft, within budget (84%) |
|                                                                                                                                                                                 | Value          | \$2.50/ft | \$2.09/ft                       |                                                                                                                                                             |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                     |                |           |                                 |                                                                                                                                                             |
| <p><b>FY 15/16 Ratings:</b></p> <p>1. <b>Good</b> – \$2.50/ft.</p> <p>2. <b>Good</b> – Within budget. (84%)</p> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |           |                                 |                                                                                                                                                             |

|                                                                                    |              |
|------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                       | <b>Date:</b> |
|  | 9/6/16       |

**Goal:** Preventative Maintenance Effectiveness

**Responsible Person (RP):**  
Chief Collections Systems Operator

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

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

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

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                             |                |     |     |      |                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|-----|------|-----------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                      | Measured Value |     |     |      | Performance Assessment Comments                                                                     |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                  | Goal           | 1   | 2   | 3    | 1. 199 out of 1936 WOs<br>2. \$196,974.60 out of \$948,936.17<br>3. \$12,151.97 out of \$948,936.17 |
|                                                                                                                                                                                                                                                                                                                                                                                                                           | Value          | 10% | 21% | 1.2% |                                                                                                     |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                               |                |     |     |      |                                                                                                     |
| <p><b>FY 15/16 Ratings:</b></p> <ul style="list-style-type: none"> <li>1. <b>Excellent</b> – 10%</li> <li>2. <b>Acceptable</b> – 21%</li> <li>3. <b>Excellent</b> - 1.2%</li> </ul> <p>Recommendation #1: None.</p> <p>Recommendation #2: Review work orders consisting of emergency work and determine if the emergency work consists of lateral failures due to preventable causes.</p> <p>Recommendation #3: None.</p> |                |     |     |      |                                                                                                     |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

| <b>Goal:</b>                                                          |                                                                                          | <b>Frequency of Preventative Maintenance (PM) Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                  |             |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-------------|
| <b>Responsible Person (RP):</b><br>Chief Collections Systems Operator |                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                  |             |
| <b>Description of Performance Indicator(s) (PIs):</b>                 |                                                                                          | <p>The PIs listed below quantify the effort to ensure that work orders are being created to accurately document preventative maintenance activities, and that preventative maintenance activities are being completed as planned by management.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li>1. <i>Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.</i><br/> <b>Data Collection Method:</b> Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files).</li> <li>2. <i>Frequency of thorough electrical and mechanical inspections of lift stations.</i><br/> <b>Data Collection Method:</b> Keep track manually. Determine the number of thorough electrical/mechanical inspections conducted over the previous 2-year period for each lift station to determine the inspection frequency. Report the average inspection frequency for all lift stations. [Note: when lift station work orders are being managed through CityWorks, a query can be set up to determine the number of work orders completed over the last 2-year period and calculate the average inspection frequency.]</li> </ol> |                  |                  |             |
|                                                                       | Performance Indicators                                                                   | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                  |             |
|                                                                       |                                                                                          | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Acceptable       | Good             | Excellent   |
| 1                                                                     | % Completion of closed-out work orders vs. expected preventative maintenance work orders | < 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 75-85%           | 85-95%           | 95-100%     |
| 2                                                                     | Frequency of thorough lift station inspection / maintenance                              | > Biannually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Every 4-6 months | Every 3-4 months | < Quarterly |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |       |                  |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Measured Value |       |                  | Performance Assessment Comments                                                                                                                                                                    |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1     | 2                |                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Value          | 94.6% | Every 4-6 Months | 1. 106 closed PM WOs vs. 112 expected closed WOs<br>2. Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station. |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |       |                  |                                                                                                                                                                                                    |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Good</b> – 94.6 % closed out work orders vs. expected PM work orders.</li> <li><b>Acceptable</b> – Electrical and mechanical inspection is conducted annually or more often if a problem is identified in daily routine checks of the station.</li> </ol> <p>Recommendation #1: Determine the eventual use of preventative maintenance CityWorks work orders, or else continue working to distinguish WOs separately from other unscheduled preventative maintenance as: routine flushing, routine inspection, or quarterly cleaning for more consistent sorting.</p> <p>Recommendation #2: Work with electrical to determine what a thorough inspection outside of daily maintenance involves.</p> |                |       |                  |                                                                                                                                                                                                    |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

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

**Responsible Person (RP):**  
Management Analyst

**Description of Performance Indicator(s) (PIs):**

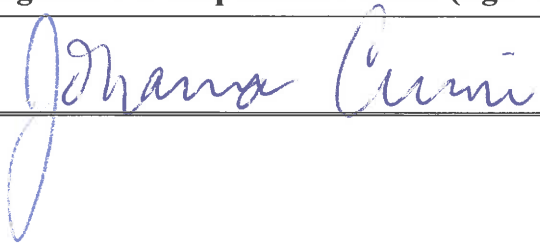
The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time.

**PIs and Data Collection Methods:**

1. *The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.*  
**Data Collection Method:** Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting.  
 [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]
2. *The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&CIP Module.*  
**Data Collection Method:** Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&CIP module.  
 [Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]

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

| Periodic Performance Tracking                                                                                                                                                                                                                                                                     |                |        |             |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|-------------|---------------------------------|
| Date                                                                                                                                                                                                                                                                                              | Measured Value |        |             | Performance Assessment Comments |
| FY 15/16                                                                                                                                                                                                                                                                                          | Goal           | 1      | 2           |                                 |
|                                                                                                                                                                                                                                                                                                   | Value          | 12.28% | Consistent. |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                       |                |        |             |                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – Uses FY 16 Asset value for Fund 220 (\$87,685,040.74)</li> <li><b>Good</b> – Spent 86% of what was requested as of 8/1/2016.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |        |             |                                 |

|                                                                                    |              |
|------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                       | <b>Date:</b> |
|  | 9/6/14       |

**Goal:****Rehabilitation and Replacement (R/R) Program****Responsible Person (RP):**

Principal Utilities Civil Engineer

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 and have been CCTV inspected that have also been evaluated.*

**Data Collection Method:** Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.

2. *The percentage of assets in the CA&CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned or operations and maintenance repairs assigned.*

**Data Collection Method:** Determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have capital improvement actions assigned during evaluation. Then, determine the percentage of assets in the CACIP module with risk ratings of 4 or 5 that have O&M repairs assigned during evaluation. Add the two percentages.

3. *The percentage of CIP bundles assigned to the previous year that are in design or construction.*

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

4. *The number of annual main line structural pipe failures or breaks per 100 miles of pipe.*

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

|   | Performance Indicators                                                                               | Rating     |            |        |           |
|---|------------------------------------------------------------------------------------------------------|------------|------------|--------|-----------|
|   |                                                                                                      | Below Goal | Acceptable | Good   | Excellent |
| 1 | % of CCTV inspected assets with risk ratings of 4 or 5 that have been evaluated in the CA&CIP Module | < 75%      | 75-85%     | 85-95% | 95-100%   |
| 2 | % of assets with risk ratings of 4 or 5 that have CIP "actions" assigned or O&M repairs assigned     | < 75%      | 75-85%     | 85-95% | 95-100%   |
| 3 | % of scheduled CIPs designed or in construction                                                      | < 50%      | 50-60%     | 60-70% | > 70%     |
| 4 | # of line failures per 100 miles of pipe                                                             | > 4        | 3-4        | 2-3    | < 2       |

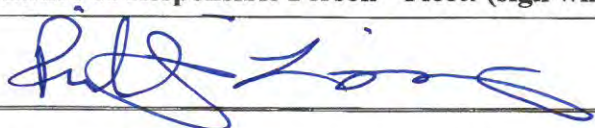
| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |     |     |     |   |                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|-----|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Measured Value |     |     |     |   | Performance Assessment Comments                                                                                                                          |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Goal           | 1   | 2   | 3   | 4 | 1. 45 evaluated out of 326 assets<br>2. 44 placed in CIP actions out of 326 assets<br>4. 19 total structural failures over 271 total miles of sewer pipe |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Value          | 14% | 13% | 55% | 7 |                                                                                                                                                          |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |     |     |     |   |                                                                                                                                                          |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Below Goal</b> – 14%</li> <li><b>Below Goal</b> – 13%</li> <li><b>Acceptable</b> – 55%</li> <li><b>Below Goal</b> – 7/100 miles of sewer pipe</li> </ol> <p>Recommendation #1: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects.</p> <p>Recommendation #2: Staff needs to take more time to evaluate and prioritize sewer rehabilitation projects.</p> <p>Recommendation #3: Staff needs to set aside more time to get sewer projects into construction.</p> <p>Recommendation #4: Review structural failure areas to find commonalities with age and type of pipe with the intent to start a lining project.</p> |                |     |     |     |   |                                                                                                                                                          |

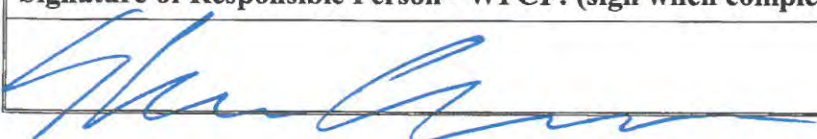
|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

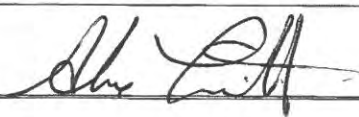
| <b>Goal:</b>                                                                                                                                                                                                                                                           |                                                                                 | <b>Replacement Parts</b> |                             |                              |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------|-----------------------------|------------------------------|------------------|
| <b>Responsible Person (RP):</b><br>Equipment Services Clerk /<br>Utility Maintenance Worker /<br>WPCF Operator                                                                                                                                                         |                                                                                 |                          |                             |                              |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts to ensure that adequate reserves of replacement parts are available to respond to foreseeable emergency situations that may arise within the collection system. |                                                                                 |                          |                             |                              |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                |                                                                                 |                          |                             |                              |                  |
| 1. <i>Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.</i><br><b>Data Collection Method:</b> Report generated through Fleet Software System semi-annually. |                                                                                 |                          |                             |                              |                  |
| 2. <i>Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.</i><br><b>Data Collection Method:</b> Keep track manually.                            |                                                                                 |                          |                             |                              |                  |
| 3. <i>Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.</i><br><b>Data Collection Method:</b> Keep track manually.                                           |                                                                                 |                          |                             |                              |                  |
|                                                                                                                                                                                                                                                                        | <b>Performance Indicators</b>                                                   | <b>Rating</b>            |                             |                              |                  |
|                                                                                                                                                                                                                                                                        |                                                                                 | <b>Below Goal</b>        | <b>Acceptable</b>           | <b>Good</b>                  | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                      | Frequency of Fleet equipment and replacement part inventory review              | >Annually                | Annually /<br>Semi-annually | Semi-annually<br>/ Quarterly | > Quarterly      |
| 2                                                                                                                                                                                                                                                                      | Frequency of pipeline / manhole equipment and replacement part inventory review | >Annually                | Annually /<br>Semi-annually | Semi-annually<br>/ Quarterly | > Quarterly      |
| 3                                                                                                                                                                                                                                                                      | Frequency of lift station equipment and replacement part inventory review       | >Annually                | Annually /<br>Semi-annually | Semi-annually<br>/ Quarterly | > Quarterly      |

| Periodic Performance Tracking |                |      |       |        |                                 |
|-------------------------------|----------------|------|-------|--------|---------------------------------|
| Date                          | Measured Value |      |       |        | Performance Assessment Comments |
| 1 <sup>st</sup> Qtr           | Goal           | 1    | 2     | 3      |                                 |
|                               | Value          | Cont | Qrtly | Annual |                                 |
| 2 <sup>nd</sup> Qtr           | Goal           | 1    | 2     | 3      |                                 |
|                               | Value          | Cont | Qrtly | Annual |                                 |
| 3 <sup>rd</sup> Qtr           | Goal           | 1    | 2     | 3      |                                 |
|                               | Value          | Cont | Qrtly | Annual |                                 |
| 4 <sup>th</sup> Qtr           | Goal           | 1    | 2     | 3      |                                 |
|                               | Value          | Cont | Qrtly | Annual |                                 |

| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – Monitoring occurs on a real-time basis using FASTER Fleet.</li> <li><b>Excellent</b> – Quarterly.</li> <li><b>Acceptable</b> – Inventory conducted annually, with parts ordered as soon as repair or replacement is completed.</li> </ol> <p>Recommendation #1: Review PI with Fleet to determine necessary documentation.</p> <p>Recommendation #2: Review PI with O&amp;M staff to determine necessary documentation.</p> <p>Recommendation #3: Review PI to determine necessary documentation.</p> |  |

|                                                                                     |         |
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| Signature of Responsible Person - Fleet: (sign when complete)                       | Date:   |
|  | 9-19-16 |

|                                                                                     |         |
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| Signature of Responsible Person - WPCF: (sign when complete)                        | Date:   |
|  | 9-12-16 |

|                                                                                     |        |
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| Signature of Responsible Person – O&M: (sign when complete)                         | Date:  |
|  | 9/6/16 |

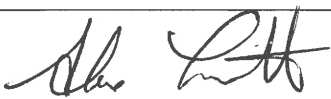
| <b>Goal:</b>                                                                                                                                                                                                                             |                                                | <b>Response to Service Requests</b> |            |         |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------|------------|---------|-----------|
| <b>Responsible Person (RP):</b><br>Administrative Clerk                                                                                                                                                                                  |                                                |                                     |            |         |           |
| <b>Description of Performance Indicator(s) (PIs):</b>                                                                                                                                                                                    |                                                |                                     |            |         |           |
| The PIs listed below quantify the efforts taken to effectively respond to customer service calls.                                                                                                                                        |                                                |                                     |            |         |           |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                  |                                                |                                     |            |         |           |
| 1. <i>The average response time for an urgent call.</i>                                                                                                                                                                                  |                                                |                                     |            |         |           |
| <b>Data Collection Method:</b> Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from the central crystal report.                                        |                                                |                                     |            |         |           |
| 2. <i>The average response time for a routine call.</i>                                                                                                                                                                                  |                                                |                                     |            |         |           |
| <b>Data Collection Method:</b> Determine the average response time for “priority 3” (routine) service calls from the central crystal report.                                                                                             |                                                |                                     |            |         |           |
| 3. <i>Average number of service calls per 100 miles of pipe per year.</i>                                                                                                                                                                |                                                |                                     |            |         |           |
| <b>Data Collection Method:</b> Determine the total number of year-to-date service calls from the central crystal report, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe. |                                                |                                     |            |         |           |
|                                                                                                                                                                                                                                          | Performance Indicators                         | Rating                              |            |         |           |
|                                                                                                                                                                                                                                          |                                                | Below Goal                          | Acceptable | Good    | Excellent |
| 1                                                                                                                                                                                                                                        | Response time for urgent calls                 | > 1 day                             | 1 day      | 8 hours | 1 hour    |
| 2                                                                                                                                                                                                                                        | Response time for routine calls                | > 1 week                            | 1 week     | 3 days  | 1 day     |
| 3                                                                                                                                                                                                                                        | Average # of service calls / 100 miles of pipe | > 200                               | 150-200    | 100-150 | < 100     |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                      |                |           |         |                      |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|---------|----------------------|---------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                               | Measured Value |           |         |                      | Performance Assessment Comments |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                           | Goal           | 1         | 2       | 3                    |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                    | Value          | 0.5 hours | 2 hours | 81 calls / 100 miles |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                        |                |           |         |                      |                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – Average response time for an urgent call is 0.5 hours.</li> <li><b>Excellent</b> – Average response time for a routine service call is 2 hours.</li> <li><b>Excellent</b> – 81 is the average # of service calls/100 mi pipe.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> |                |           |         |                      |                                 |

|                                                              |                |
|--------------------------------------------------------------|----------------|
| <b>Signature of Responsible Person: (sign when complete)</b> | <b>Date:</b>   |
| <i>Susan R Parker</i>                                        | <i>9/16/16</i> |

| <b>Goal:</b>                                          |                                                                         | <b>Root Treatment Program (RTP)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |               |           |
|-------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|-----------|
| <b>Responsible Person (RP):</b>                       |                                                                         | Chief Collections Systems Operator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |               |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                                                         | <p>The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The total footage of sewer laterals treated for root intrusion over one year</i><br/> <b>Data Collection Method:</b> Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year.</li> <li><i>The average footage of sewer laterals treated per fiscal quarter.</i><br/> <b>Data Collection Method:</b> Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four.</li> <li><i>The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.</i><br/> <b>Data Collection Method:</b> For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.</li> </ol> |                |               |           |
|                                                       | Performance Indicators                                                  | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |               |           |
|                                                       |                                                                         | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Acceptable     | Good          | Excellent |
| 1                                                     | Total footage of laterals treated for root intrusion over one year      | < 6,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6,000 – 10,000 | 10,000-20,000 | > 20,000  |
| 2                                                     | Average footage of sewer laterals treated per quarter                   | < 1,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1,500 – 2,500  | 2,500-5,000   | > 5,000   |
| 3                                                     | % reduction in SSOs attributed to root intrusion from the previous year | < 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0 – 2.5%       | 2.5-5%        | > 5%      |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |       |     |                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------|-----|--------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Measured Value |       |     | Performance Assessment Comments                  |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1     | 3   | 3. 0% reduction. 5 SSOs this FY. 2 SSOs last FY  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 4,160 | 0%  |                                                  |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1     | 3   | 3. 25% reduction. 6 SSOs this FY. 8 SSOs last FY |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 143   | 25% |                                                  |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1     | 3   | 3. 75% reduction. 1 SSO this FY. 4 SSOs last FY  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 875   | 75% |                                                  |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1     | 3   | 3. 66% reduction. 1 SSO this FY. 3 SSOs last FY  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 939   | 66% |                                                  |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |       |     |                                                  |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Acceptable</b> – 6,060 ft of sewer laterals treated for root intrusion.</li> <li><b>Acceptable</b> – 6,060 ft / 4. 1,515 ft of sewer laterals treated per fiscal quarter.</li> <li><b>Excellent</b> – 24%: 13 SSOs attributed to root intrusion this FY. 17 SSOs last FY.</li> </ol> <p>Recommendation #1: Increase footage treated per quarter to remain consistent.</p> <p>Recommendation #2: Increase footage treated per quarter to remain consistent.</p> <p>Recommendation #3: None.</p> |                |       |     |                                                  |

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|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign after annual review)</b>                  | <b>Date:</b> |
|  | 9/6/16       |

**Goal:** System Evaluation and Capacity Assurance Program (SECAP)

**Responsible Person (RP):**  
Principal Utilities Civil Engineer

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*  
**Data Collection Method:** Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.
2. *Frequency of hydraulic model updates*  
**Data Collection Method:** Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

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

| Periodic Performance Tracking |                |      |         |                                                                                                           |
|-------------------------------|----------------|------|---------|-----------------------------------------------------------------------------------------------------------|
| Date                          | Measured Value |      |         | Performance Assessment Comments                                                                           |
| FY 15/16                      | Goal           | 1    | 2       | 1. Max day: 5.23, ADWF from July-Oct: 3.6<br>2. Ran for General Plan Scenario Wastewater Hydraulic Review |
|                               | Value          | 1.45 | 06-2014 |                                                                                                           |

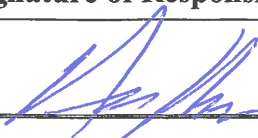
**Annual Performance Assessment / Recommendations for Updates**

**FY 15/16 Ratings:**

1. **Excellent** – 1.45:1
2. **Acceptable** – 24 months

Recommendation #1: None.

Recommendation #2: Have utilities engineering department update and possibly run model.

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 9/8/16 |

**Goal:****Mitigation of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*

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

[Note: The City of Woodland has no areas with slopes greater than 5%.]

2. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*

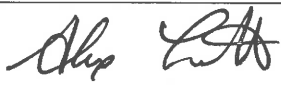
**Data Collection Method:** Review the central crystal report. Manually compare this list to SSO report forms filed year-to-date. For each year-to-date SSO, determine if a corresponding follow-up CCTV inspection was completed. Manually calculate the time between when each SSO is reported to the date a follow-up CCTV inspection was calculated. If there are SSOs for which a CCTV inspection has not been conducted, exclude from calculation. Average the CCTV inspection response time for all year-to-date SSOs.

3. *The percentage of SSO Events that were followed by an inspection of the line with CCTV to investigate the cause.*

**Data Collection Method:** Review the central crystal report which lists all year-to-date SSOs and count number of SSOs without a CCTV inspection completed. Compare to total number of all year-to-date SSOs.

|   | Performance Indicators                    | Rating     |            |          |           |
|---|-------------------------------------------|------------|------------|----------|-----------|
|   |                                           | Below Goal | Acceptable | Good     | Excellent |
| 1 | % captured of SSO (flat, 1-5%)            | <70%       | 70%-80%    | 90-90%   | 90-100%   |
| 2 | Average time to investigate SSO with CCTV | >1 week    | 5-7 days   | 3-5 days | < 3 days  |
| 3 | % of SSO Events investigated with CCTV    | < 75%      | 75-90%     | 90-95%   | 95-100%   |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                        |       |                |       |     |                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|-------|-----|-----------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                 |       | Measured Value |       |     | Performance Assessment Comments                                 |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                             | Goal  | 1              | 2     | 3   | 2. All CCTV'd SSOs were CCTV'd in one day.                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                      | Value | 100%           | 1 day | 83% | 3. 5 SSOs of 29 total did not have a follow-up CCTV inspection. |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                          |       |                |       |     |                                                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 100% of SSO volume captured in flat areas.</li> <li><b>Excellent</b> – 1 day</li> <li><b>Acceptable</b> – 83% of SSOs were followed up with a CCTV inspection.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: Increase efforts to follow-up with all SSOs, including private events.</p> |       |                |       |     |                                                                 |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

**Goal:****Prevention of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Chief Collections Systems Operator

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*

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

2. *The percent reduction in SSOs from the previous year.*

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

3. *The number of repeat SSOs in a five year period.*

**Data Collection Method:** Review the central crystal report which lists all SSOs by asset type over the last five year period, sorted by Facility ID. Manually determine the number of repeat SSOs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

4. *The percentage of repeat SSOs followed by mitigation, such as root treatment or repair work.*

**Data Collection Method:** Keep track manually of repeat SSO locations. Search for work orders on the lateral line, sewer clean out, and sewer pipe IDs. [Note: SSO spreadsheet lists locations of all previous SSOs and determines any repeat addresses.]

|   | Performance Indicators                  | Rating     |            |         |           |
|---|-----------------------------------------|------------|------------|---------|-----------|
|   |                                         | Below Goal | Acceptable | Good    | Excellent |
| 1 | # of SSOs / 100 miles / year            | >5         | 5          | 3.5     | 2.3       |
| 2 | % reduction of SSOs from previous year  | < 0%       | 0-5%       | 5-10%   | > 10%     |
| 3 | # of repeat SSOs / 5 years              | > 0        | -          | -       | 0         |
| 4 | % of repeat SSOs followed by mitigation | < 70%      | 70-80%     | 80-100% | 100%      |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |   |     |    |     |                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|-----|----|-----|------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Measured Value |   |     |    |     | Performance Assessment Comments                                  |
| FY 15/16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Goal           | 1 | 2   | 3  | 4   | 2. No possible improvement<br>4. 8/10 SSO's had clear follow-ups |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Value          | 0 | N/A | 10 | 80% |                                                                  |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |   |     |    |     |                                                                  |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 0 Main SSOs per 100 mi of pipe.</li> <li><b>Excellent</b> – 0 Main SSO occurrence this FY vs. 0 SSO occurrences this FY. N/A.</li> <li><b>Below Goal</b> – 10 repeat SSO's in last 5 fiscal years.</li> <li><b>Good</b> – 80%</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: Ratings may need to be revised to create achievable standards.</p> <p>Recommendation #4: Prioritize future repeat SSO locations for rehabilitation and repair work.</p> |                |   |     |    |     |                                                                  |

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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

| <b>Goal:</b>                                                          |                                       | <b>Response to Sanitary Sewer Overflows (SSOs)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |        |           |
|-----------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-----------|
| <b>Responsible Person (RP):</b><br>Chief Collections Systems Operator |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |        |           |
| <b>Description of Performance Indicator(s) (PIs):</b>                 |                                       | <p>The PIs listed below quantify the efforts taken to effectively respond to SSOs. <i>Response time</i> is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.</p> <p><b>Data Collection Methods</b></p> <ol style="list-style-type: none"> <li><i>The average response time during normal business hours (M-F 7am-4pm).</i><br/> <b>Data Collection Method:</b> Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.</li> <li><i>The average response time after hours (M-F 4pm-7am, weekends, holidays).</i><br/> <b>Data Collection Method:</b> Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents.</li> </ol> |            |        |           |
|                                                                       | Performance Indicators                | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |        |           |
|                                                                       |                                       | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Acceptable | Good   | Excellent |
| 1                                                                     | SSO response time during normal hours | >30 min                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 min     | 20 min | 15 min    |
| 2                                                                     | SSO response time after normal hours  | <1 hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 hr       | 45 min | 30 min    |

| Periodic Performance Tracking                                                                                                                                                                                                                                              |                |    |    |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|----|---------------------------------|
| Date                                                                                                                                                                                                                                                                       | Measured Value |    |    | Performance Assessment Comments |
| FY 15/16                                                                                                                                                                                                                                                                   | Goal           | 1  | 2  | 1 & 2 reported in minutes.      |
|                                                                                                                                                                                                                                                                            | Value          | 16 | 31 |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                |                |    |    |                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – Average response time is 16 minutes.</li> <li><b>Excellent</b> – Average response time is 31 minutes.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |    |    |                                 |

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| <b>Signature of Responsible Person: (sign when complete)</b>                      | <b>Date:</b> |
|  | 9/6/16       |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                | <b>Staffing</b>               |                   |                   |             |                  |
| <b>Responsible Person (RP):</b><br>Administrative Clerk                                                                                                                                                                                                                                                                     |                               |                   |                   |             |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the City of Woodland to meet the necessary effort required to implement the City SSMP. |                               |                   |                   |             |                  |
| <b>PIs and Data Collection Methods:</b><br><br>1. <i>The percentage of vacant staff positions in the divisions listed above.</i><br><b>Data Collection Method:</b> Keep track manually.                                                                                                                                     |                               |                   |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                             | <b>Performance Indicators</b> | <b>Rating</b>     |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                             |                               | <b>Below Goal</b> | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                           | % of vacant positions         | > 10%             | 10%               | 5%          | All filled       |

| Periodic Performance Tracking                                                                      |                |    |                                 |
|----------------------------------------------------------------------------------------------------|----------------|----|---------------------------------|
| Date                                                                                               | Measured Value |    | Performance Assessment Comments |
| FY 15/16                                                                                           | Goal           | 1  |                                 |
|                                                                                                    | Value          | 0% |                                 |
| Annual Performance Assessment / Recommendations for Updates                                        |                |    |                                 |
| <b>FY 15/16</b><br><br>1. <b>Excellent</b> – All positions filled.<br><br>Recommendation #1: None. |                |    |                                 |

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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

**Goal:****Maintain Up-to-date Standards****Responsible Person (RP):**

Principal Utilities Civil Engineer

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&M, Engineering, Environmental Compliance and Management.*

**Data Collection Method:** Keep track manually. Current list of updates, and meeting notes from past meetings should be available.

2. *The frequency with which the standards are revised to incorporate the list of required/requested updates.*

**Data Collection Method:** Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.

|   | Performance Indicators                                                                            | Rating     |            |            |            |
|---|---------------------------------------------------------------------------------------------------|------------|------------|------------|------------|
|   |                                                                                                   | Below Goal | Acceptable | Good       | Excellent  |
| 1 | Time since last meeting to discuss list of design standard updates based on sewer-specific issues | > 2 years  | 1-2 years  | 0.5-1 year | < 6 months |
| 2 | Time since last actual update to design standards based on sewer-specific issues                  | > 5 years  | 2-5 years  | 1-2 years  | < 1 year   |

| Periodic Performance Tracking                                                                                                                                                                                                                                 |                |            |      |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------|------|---------------------------------|
| Date                                                                                                                                                                                                                                                          | Measured Value |            |      | Performance Assessment Comments |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                           | Goal           | 1          | 2    |                                 |
|                                                                                                                                                                                                                                                               | Value          | -          | -    |                                 |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                           | Goal           | 1          | 2    |                                 |
|                                                                                                                                                                                                                                                               | Value          | -          | -    |                                 |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                           | Goal           | 1          | 2    |                                 |
|                                                                                                                                                                                                                                                               | Value          | March      | -    |                                 |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                           | Goal           | 1          | 2    | 2. Currently being finalized.   |
|                                                                                                                                                                                                                                                               | Value          | June, July | July |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                   |                |            |      |                                 |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – Under 6 months ago.</li> <li><b>Excellent</b> – Under one year ago: currently happening.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |            |      |                                 |

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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

**Goal:****Staff Training****Responsible Person (RP):**

Chief Collections Systems Operator

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

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

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

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |   |   |   |                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|---|---|----------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Measured Value |   |   |   | Performance Assessment Comments                                                        |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Goal           | 1 | 2 | 3 | 1. 9 total. Average of 3 tabletop/tailgates per month.<br>2. 2 total.<br>3. 2 total.   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Value          | 9 | 2 | 2 |                                                                                        |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Goal           | 1 | 2 | 3 | 1. 4 total. Average of 1.25 tabletop/tailgate per month.<br>2. 6 total.<br>3. 1 total. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Value          | 4 | 6 | 1 |                                                                                        |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Goal           | 1 | 2 | 3 | 1. 9 total. Average of 3 tabletop/tailgates per month.<br>2. 1 total.<br>3. 2 total.   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Value          | 9 | 1 | 2 |                                                                                        |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Goal           | 1 | 2 | 3 | 1. 7 total. Average of 4 tabletop/tailgates per month.<br>2. 7 total.<br>3. 2 total.   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Value          | 7 | 7 | 2 |                                                                                        |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |   |   |   |                                                                                        |
| <p><b>FY 15/16 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Acceptable</b> – Approximately biweekly tailgate meetings: 29 total in fiscal year.</li> <li><b>Excellent</b> – Monthly field/equipment training. 16 total in fiscal year.</li> <li><b>Good</b> – Approximately bi-monthly. 7 total in fiscal year. O&amp;M working to have monthly training for SSOs.</li> </ol> <p>Recommendation #1: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training.</p> <p>Recommendation #2: Review PI with Alex to determine necessary frequencies of field equipment and tailgate training.</p> <p>Recommendation #3: None.</p> |                |   |   |   |                                                                                        |

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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 9/6/16       |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                          | <b>SSMP Audits and Updates</b>                                               |                   |                   |             |                  |
| <b>Responsible Person (RP):</b>                                                                                                                                                                                                                                                                       | Principal Utilities Civil Engineer                                           |                   |                   |             |                  |
| <b><u>Description of Performance Indicator(s) (PIs):</u></b>                                                                                                                                                                                                                                          |                                                                              |                   |                   |             |                  |
| <p>The PIs listed below quantify efforts to present the findings of SSMP performance evaluations to City Council and other peer agencies, with the purpose of receiving valuable feedback on performance and possible improvements to existing procedures and programs.</p>                           |                                                                              |                   |                   |             |                  |
| <b><u>PIs and Data Collection Methods:</u></b>                                                                                                                                                                                                                                                        |                                                                              |                   |                   |             |                  |
| <p>1. <i>Was an annual report prepared and presented to City Council based on the SSMP performance indicator review process?</i><br/> <b>Data Collection Method:</b> Keep track manually.</p>                                                                                                         |                                                                              |                   |                   |             |                  |
| <p>2. <i>The frequency with which a review of the City SSMP, a SSMP Audit, or SSMP performance evaluation (i.e. annually summary of performance indicator tracking process) is completed.</i><br/> <b>Data Collection Method:</b> Keep track manually. A file of all peer reviews should be kept.</p> |                                                                              |                   |                   |             |                  |
|                                                                                                                                                                                                                                                                                                       | <b>Performance Indicators</b>                                                | <b>Rating</b>     |                   |             |                  |
|                                                                                                                                                                                                                                                                                                       |                                                                              | <b>Below Goal</b> | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                     | Annual Council presentation                                                  | No                | Yes               | -           | -                |
| 2                                                                                                                                                                                                                                                                                                     | Time since last review of SSMP, SSMP Audits, or SSMP Performance Evaluations | > 5 years         | 2-5 years         | 1-2 years   | < 1 year         |

| Periodic Performance Tracking                                                                                                                                                                                                                                      |                |     |      |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|------|--------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                               | Measured Value |     |      | Performance Assessment Comments                                                                                                |
| FY 14/15                                                                                                                                                                                                                                                           | Goal           | 1   | 2    | 1. FY 15 Audit on 11/4/14, SSMP 2015 Revisions on 6/6/15<br>2. SSMP Revision Meeting on 9/14/15, 10/14/14, 3/26/15, and 5/8/15 |
|                                                                                                                                                                                                                                                                    | Value          | yes | 6 mo |                                                                                                                                |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                        |                |     |      |                                                                                                                                |
| FY 14/15<br><br>1. Acceptable – Council reviewed SSMP Internal Audit FY 14 in November of 2014.<br><br>2. Excellent – SSMP revision reviews quarterly. Most recent review in May of 2015.<br><br>Recommendation #1: Acceptable<br><br>Recommendation #2: Excellent |                |     |      |                                                                                                                                |

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| <b>Signature of Responsible Person: (sign when complete)</b>                       | <b>Date:</b> |
|  | 1/5/16       |

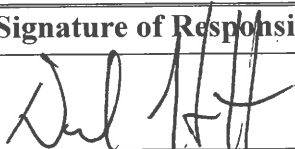
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |                                              |                 |                 |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------|-----------------|-----------------|-----------|
| Goal:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               | Closed Circuit Television (CCTV) Inspections |                 |                 |           |
| Responsible Person (RP):<br>CCTV Crew Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |                                              |                 |                 |           |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>CCTV inspections are conducted using a standardized protocol to supply sufficient data for use in capital improvement project planning. The PIs listed below quantify efforts to complete CCTV work according to system-wide inspection frequency goals, and to complete the work both efficiently and with high quality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |                                              |                 |                 |           |
| <b>PIs and Data Collection Methods:</b><br><br><i>1. The total footage of the collection system inspected per year with CCTV.</i><br><b>Data Collection Method:</b> Determine year-to-date CCTV inspection footage production from central crystal report, and project to year-end production.<br><br><i>2. The total number of pipe segments inspected with CCTV per year.</i><br><b>Data Collection Method:</b> Determine year-to-date CCTV inspection pipe production from central crystal report, and project to year-end production.<br><br><i>3. The average footage inspected per 16 hours of work (one full day for a crew of 2).</i><br><b>Data Collection Method:</b> Determine year-to-date CCTV effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage inspected (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production.<br><br><i>4. The percentage of CCTV surveys that pass quality control standards (not more than one defect omitted per 100 feet of pipe inspected) by Utilities Engineering during review using the CACIP Module.</i><br><b>Data Collection Method:</b> Determine total number of CCTV inspections completed in the year-todate with a “pass” or “fail” in the QA/QC field from the central crystal report. Calculate the percent passing as those inspections with a “pass” divided by the total number with either a “pass” or “fail” assigned. |                                               |                                              |                 |                 |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Performance Indicators                        | Rating                                       |                 |                 |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               | Below Goal                                   | Acceptable      | Good            | Excellent |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Feet inspected with CCTV / year               | < 100,000                                    | 100,000-170,000 | 170,000-200,000 | > 200,000 |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Pipe segments inspected / year                | < 400                                        | 400-600         | 600-800         | > 800     |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Footage inspected / 16 work hours             | <1500                                        | 1500-1750       | 1750-2000       | > 2000    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | % CCTV Surveys with 5 or 4 structural grading | > 90%                                        | 90%             | 95%             | 98%       |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                     |                |         |       |       |     |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|-------|-------|-----|---------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                              | Measured Value |         |       |       |     | Performance Assessment Comments |
| FY 14/15                                                                                                                                                                                                                                                                                                                                                          | Goal           | 1       | 2     | 3     | 4   |                                 |
|                                                                                                                                                                                                                                                                                                                                                                   | Value          | 250,359 | 1,443 | 1,615 | N/A |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                       |                |         |       |       |     |                                 |
| <p><b>FY 14/15 Ratings:</b></p> <ol style="list-style-type: none"> <li>1. Excellent</li> <li>2. Excellent</li> <li>3. Acceptable</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4. Remove PI and replace with a new PI that evaluates the number of level 4/5 pipe conditions.</p> |                |         |       |       |     |                                 |

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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1/5/16       |

| <b>Goal:</b>                                          |                                                                   | <b>Computerized Maintenance Management System (CMMS) &amp; Graphical Information System (GIS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |        |           |
|-------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-----------|
| <b>Responsible Person (RP):</b>                       |                                                                   | GIS Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |        |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                                                   | <p>The PIs listed below quantify the efforts required to maintain a robust population of attribute data within the City GIS that can be used to supplement the City's CA&amp;CIP Module and hydraulic modeling efforts. Additionally, the City's effort to consistently close-out work orders is quantified, to ensure that scheduled work is completed in a timely manner.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for gravity sewer mains.</i><br/> <b>Data Collection Method:</b> Determine the % of values for the following fields in the GIS geodatabase SGravityMain table from the central crystal report: InstallDate, Material, WidthTop, UpstreamInvert, DownstreamInvert, Slope, DesignFlow, Condition, ConditionDate</li> <li><i>Percentage population of key attribute data for sewer collection system assets within GIS geodatabase for manholes.</i><br/> <b>Data Collection Method:</b> Determine the % of values for the following fields in the GIS geodatabase SManhole table from the central crystal report: InstallDate, Condition, ConditionDate, Elevation, BarrelDiameter, BarrelMaterial, Depth</li> <li><i>Percentage of year-to-date CityWorks work orders that are closed</i><br/> <b>Data Collection Method:</b> Determine the % of year-to-date CityWorks work orders that have been closed out from the central crystal report.</li> </ol> |            |        |           |
|                                                       | Performance Indicators                                            | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |        |           |
|                                                       |                                                                   | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Acceptable | Good   | Excellent |
| 1                                                     | % population of key GIS attribute fields for gravity sewer mains  | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 80-90%     | 90-95% | 95-100%   |
| 2                                                     | % population of key GIS attribute fields for sewer manholes       | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 80-90%     | 90-95% | 95-100%   |
| 3                                                     | Year-to-date % of CityWorks work orders that have been closed-out | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 80-90%     | 90-95% | 95-100%   |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                          |                |     |     |                                 |                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|-----|---------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                   | Measured Value |     |     | Performance Assessment Comments |                                                                                                                    |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                                                                                                                    | Goal           | 1   | 2   | 3                               | 1&2. The attribute data has fields that O&M crew is not able to populate.<br>3. 428 of 439 closed/completed or 97% |
|                                                                                                                                                                                                                                                                                                                                                                        | Value          | 71% | 46% | 93%                             |                                                                                                                    |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                    | Goal           | 1   | 2   | 3                               | 1&2. The attribute data has fields that O&M crew is not able to populate.<br>3. 347 of 384 closed/completed or 90% |
|                                                                                                                                                                                                                                                                                                                                                                        | Value          | 69% | 47% | 90%                             |                                                                                                                    |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                    | Goal           | 1   | 2   | 3                               | 1&2. The attribute data has fields that O&M crew is not able to populate.<br>3. 465 of 467 closed/completed or 99% |
|                                                                                                                                                                                                                                                                                                                                                                        | Value          | 69% | 47% | 99%                             |                                                                                                                    |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                                                                                                                    | Goal           | 1   | 2   | 3                               | 1&2. The attribute data has fields that O&M crew is not able to populate.<br>3. 446 of 476 closed/completed or 94% |
|                                                                                                                                                                                                                                                                                                                                                                        | Value          | 76% | 49% | 94%                             |                                                                                                                    |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                            |                |     |     |                                 |                                                                                                                    |
| <p><b>FY 14/15 Ratings</b></p> <ol style="list-style-type: none"> <li><b>Below Goal</b> – Key attributes are missing from GIS</li> <li><b>Below Goal</b> – Key attributes are missing from GIS</li> <li><b>Good/Excellent</b> – 1,258 out of 1,327 closed or 95% for FY 14/15</li> </ol> <p>Recommendation #1:</p> <p>Recommendation #2:</p> <p>Recommendation #3:</p> |                |     |     |                                 |                                                                                                                    |

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|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1-5-16       |

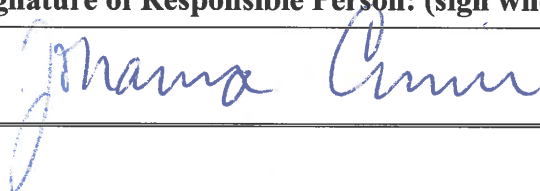
| <b>Goal:</b>                                          |                                                                                                  | <b>Maintaining Codes and Ordinances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |           |           |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| <b>Responsible Person (RP):</b>                       |                                                                                                  | Principal Utilities Civil Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |           |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                                                                                  | <p>The PIs listed below quantify the efforts to keep the City Codes and Ordinances current with known or upcoming changes in regulatory issues. This effort involves keeping a list of recommended updates to the codes and ordinances, which is reviewed by all parties with responsibility over the collection system and updated on a consistent basis.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li>1. <i>The frequency with which the list of required/requested updates to the City Code and Ordinances is maintained and discussed with O&amp;M, Engineering, Environmental Compliance, and Management with regard to sewer-specific issues.</i><br/> <b>Data Collection Method:</b> Keep track manually. Current list of updates, and meeting notes from past meetings should be available.</li> <li>2. <i>The frequency with which the Municipal Code is revised to incorporate the list of required/requested sewer-specific updates.</i><br/> <b>Data Collection Method:</b> Keep track manually. A file of completed updates and/or new ordinances specific to the sewer collection system should be kept.</li> </ol> |            |           |           |
|                                                       | Performance Indicators                                                                           | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |           |           |
|                                                       |                                                                                                  | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Acceptable | Good      | Excellent |
| 1                                                     | Time since last meeting to discuss list of Ordinance/Code updates based on sewer-specific issues | > 5 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2-5 years  | 1-2 years | < 1 year  |
| 2                                                     | Time since last actual update to Ordinances/Codes based on sewer-specific issues                 | > 10 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5-10 years | 2-5 years | < 2 years |

| Periodic Performance Tracking                                                                                                                                |                |           |                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------|---------------------------------|--|
| Date                                                                                                                                                         | Measured Value |           | Performance Assessment Comments |  |
| FY 14/15                                                                                                                                                     | Goal           | 1         | 2                               |  |
|                                                                                                                                                              | Value          | 3.5 years | 2.5 years                       |  |
| Annual Performance Assessment / Recommendations for Updates                                                                                                  |                |           |                                 |  |
| <p>FY 14/15 Ratings</p> <ol style="list-style-type: none"> <li>1. Acceptable</li> <li>2. Good</li> </ol> <p>Recommendation #1:</p> <p>Recommendation #2:</p> |                |           |                                 |  |

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| Signature of Responsible Person: (sign when complete)                              | Date:  |
|  | 1/5/16 |

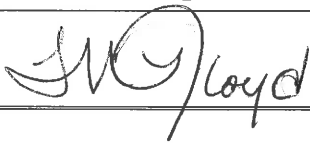
|                                                       |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |             |                  |
|-------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                          |                                      | <b>Communication Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |             |                  |
| <b>Responsible Person (RP):</b><br>Management Analyst |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |             |                  |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                      | <p>The PIs listed below quantify the efforts to communicate with the public on a regular basis concerning the development and status of the City SSMP.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li>1. <i>Based on the current SSMP phase as described in the Communication Plan (Development, Implementation, Performance phases) in SSMP section xi, the percentage of communication activities completed that have been scheduled per the Communication Plan Table to-date.</i><br/> <b>Data Collection Method:</b> Keep track manually. RP should develop a file for documenting communication activities and completed dates.</li> <li>2. <i>Total number of year-to-date public comment email responses.</i><br/> <b>Data Collection Method:</b> The City's public comment email link should be set up to deliver emails directly to the RP. The RP should keep a separate folder specifically for filing SSMP public comment emails and responses. There is no goal set for this PI. The RP only needs to document the total number of responses.</li> <li>3. <i>The percentage of public comment emails received that were responded to.</i><br/> <b>Data Collection Method:</b> RP will use Microsoft Outlook to determine the number of year-to-date comment emails received, and determine the number of year-to-date responses and determine the response percentage.</li> </ol> |                   |             |                  |
|                                                       | <b>Performance Indicators</b>        | <b>Rating</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |             |                  |
|                                                       |                                      | <b>Below Goal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                     | % Communication Activities Completed | < 70%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 70-80%            | 80-90%      | 90-100%          |
| 2                                                     | # of Public Comment Email Responses  | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | N/A               | N/A         | N/A              |
| 3                                                     | % Public Comment Emails Responded To | < 80%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 80-90%            | 90-95%      | 95-100%          |

| Periodic Performance Tracking                                                                                                                                                                                                                                                        |                |      |     |      |                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|-----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                 | Measured Value |      |     |      | Performance Assessment Comments                                                                                                                                                         |
| FY 14/15                                                                                                                                                                                                                                                                             | Goal           | 1    | 2   | 3    | 1. Completed in 2014<br>2. Total of 7 sewer specific emails were received by <a href="mailto:pubworks@cityofwoodland.org">pubworks@cityofwoodland.org</a><br>3. All 7 were responded to |
|                                                                                                                                                                                                                                                                                      | Value          | 100% | N/A | 100% |                                                                                                                                                                                         |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                          |                |      |     |      |                                                                                                                                                                                         |
| <p><b>FY 14/15</b></p> <p>1. Excellent – Communication Activities completed in 2014.</p> <p>3. Excellent – 7 out of 7 emails were responded to in an appropriate amount of time.</p> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> |                |      |     |      |                                                                                                                                                                                         |

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| <b>Signature of Responsible Person: (sign when complete)</b>                       | <b>Date:</b> |
|  | 1/5/16       |

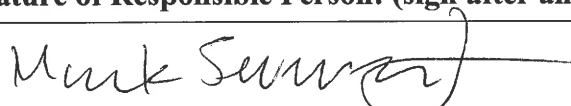
| <b>Goal:</b>                                          |                                                                       | <b>Employee Recognition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |           |           |
|-------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| <b>Responsible Person (RP):</b>                       |                                                                       | Wastewater System Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |           |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                                                       | <p>The PIs listed below quantify the efforts to publicly recognize employees for exceptional work and provide a rewards system (gift certificates, cash, etc.) as part of the program.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The frequency with which awards are distributed to O&amp;M staff</i><br/><b>Data Collection Method:</b> Keep Track Manually</li> <li><i>The frequency with which awards are distributed to Engineering staff.</i><br/><b>Data Collection Method:</b> Keep Track Manually</li> <li><i>The frequency with which awards are distributed to Management staff.</i><br/><b>Data Collection Method:</b> Keep Track Manually</li> </ol> |            |           |           |
|                                                       | Performance Indicators                                                | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |           |           |
|                                                       |                                                                       | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Acceptable | Good      | Excellent |
| 1                                                     | Time since last awards distribution:<br>Operation & Maintenance staff | < 6 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 months   | 1 Quarter | 1 month   |
| 2                                                     | Time since last awards distribution:<br>Engineering Staff             | < 6 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 months   | 1 Quarter | 1 month   |
| 3                                                     | Time since last awards distribution:<br>Management staff              | < 6 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 months   | 1 Quarter | 1 month   |

| Periodic Performance Tracking                               |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |   |                                 |
|-------------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------------------------|
| Date                                                        |       | Measured Value                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   | Performance Assessment Comments |
| 1 <sup>st</sup> Qtr                                         | Goal  | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | 3 |                                 |
|                                                             | Value | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 0 |                                 |
| 2 <sup>nd</sup> Qtr                                         | Goal  | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | 3 |                                 |
|                                                             | Value | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 0 |                                 |
| 3 <sup>rd</sup> Qtr                                         | Goal  | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | 3 |                                 |
|                                                             | Value | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 0 |                                 |
| 4 <sup>th</sup> Qtr                                         | Goal  | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | 3 |                                 |
|                                                             | Value | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0 | 0 |                                 |
| Annual Performance Assessment / Recommendations for Updates |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |   |                                 |
|                                                             |       | <b>FY 14/15 Ratings:</b> <ol style="list-style-type: none"> <li>1. Good – Total of 8 letters of acknowledgement received by O&amp;M Staff</li> <li>2. Below Goal – No awards distributed to Engineering Staff</li> <li>3. Below Goal – No awards distributed to Management Staff</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: Find ways to award Engineering Staff.</p> <p>Recommendation #3: Find ways to award Management Staff.</p> |   |   |                                 |

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 1/5/16 |

| <b>Goal:</b>                                                        |                                                                                  | <b>Fats, Oils, and Grease (FOG) Control Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |            |             |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-------------|
| <b>Responsible Person (RP):</b><br>Environmental Compliance Manager |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |             |
| <b>Description of Performance Indicator(s) (PIs):</b>               |                                                                                  | <p>The PIs listed below quantify the efforts to operate an effective and efficient FOG control program.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li> <p><i>The percent reduction in sanitary sewer overflows (SSOs) and blockages requiring flushing attributed to FOG blockages from the previous year.</i></p> <p><b>Data Collection Method:</b> For the first year of tracking, simply report number of SSOs and blockages caused by FOG from the central crystal report. Report SSOs and blockages from both sewer mains and sewer laterals. After data is available from the first year of tracking, determine the year-to-date FOG-related SSOs and blockages from the central crystal report, project the number of events out to the total year, and compare to the previous year's events to determine % reduction.</p> </li> <li> <p><i>The frequency of Pollution Prevention Program (PPP) permit holder inspections.</i></p> <p><b>Data Collection Method:</b> Divide the total number of PPP permit holders in the permit excel database by the number of inspection forms collected year-to-date, and project an equivalent inspection frequency in years.<br/> [Example: If there are 1,000 permit holders and 50 inspections are completed in the first 6 months of the year, the inspection frequency is: 1000 permits / 50 inspections / (12 mo / 6mo) = 10 years]<br/> [Note: when PPP program managed through CityWorks, a query can be set up to quantify inspections completed based on work-order records rather than counting inspection forms.]</p> </li> <li> <p><i>The number of public education outreach events conducted per year.</i></p> <p><b>Data Collection Method:</b> Keep track manually. Project the year-to-date activity number out to the total year. The RP should keep documentation on all FOG Control public outreach events and activities in a file which can be reviewed to determine what activities have been conducted.</p> </li> <li> <p><i>Time since last joint Environmental Compliance and O&amp;M meeting to review FOG-related issues in the collection system.</i></p> <p><b>Data Collection Method:</b> Keep track manually. RP should keep file of meeting notes and action items from meetings.</p> </li> </ol> |             |            |             |
|                                                                     | Performance Indicators                                                           | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |            |             |
|                                                                     |                                                                                  | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Acceptable  | Good       | Excellent   |
| 1                                                                   | % reduction of FOG-related SSOs compared to previous year                        | < 0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0-5%        | 5-10%      | 10-20%      |
| 2                                                                   | Frequency of PPP permits inspections                                             | > Annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6-12 months | 3-6 months | < Quarterly |
| 3                                                                   | Annual # of FOG control public education events                                  | < 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2-3         | 4-6        | > 6         |
| 4                                                                   | Time since last coordination meeting with Environmental Compliance and O&M staff | > 6 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3-6 months  | 2-3 months | < 2 months  |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |     |        |     |   |                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|--------|-----|---|---------------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Measured Value |     |        |     |   | Performance Assessment Comments                                                                                                       |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1   | 2      | 3   | 4 | <b>1. 1 Incident this FY, 1 incident last FY.</b><br><b>2. Actual inspection rates for this quarter: FSBs - 100%, ARBs - 100%</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 0   | 3-6 mo | 105 | 1 |                                                                                                                                       |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1   | 2      | 3   | 4 | <b>1. No Incidents this FY, 3 incidents last FY.</b><br><b>2. No staff to conduct inspection this quarter: FSBs - 0%, ARBs - 0%</b>   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 100 | 3-6 mo | 50  | 1 |                                                                                                                                       |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1   | 2      | 3   | 4 | <b>1. 1 Incident this FY, No incidents last FY.</b><br><b>2. Program was short-staffed this quarter. FSBs - 100%, ARB - 100%.</b>     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 0   | 3-6 mo | 30  | 1 |                                                                                                                                       |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Goal           | 1   | 2      | 3   | 4 | <b>1. No Incidents this FY, No incidents last FY.</b><br><b>2. Actual inspection rates for this quarter: FSBs - 100%, ARBs - 100%</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Value          | 0   | 3-6 mo | 100 | 1 |                                                                                                                                       |
| <b>Annual Performance Assessment / Recommendations for Updates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |     |        |     |   |                                                                                                                                       |
| FY 14/15 – Ratings <ol style="list-style-type: none"> <li>1. Excellent – 2 incidents this year, 4 incidents last year. 50% reduction.</li> <li>2. Good – 3-6 months. Inspections are done every quarter with an exception of the 3<sup>rd</sup> quarter this FY due to no Pretreatment Inspector.</li> <li>3. Excellent – Total of 285 outreach events conducted, generally information handed out at site visits.</li> <li>4. Acceptable – Met four times this FY, within 3-4 months.</li> </ol> <p>Pretreatment devices for Food Service Businesses (FSBs) and Automotive Related Businesses (ARBs) permitted under the City's Pollution Prevention Program are inspected quarterly. Our goal is &gt; 50% inspection rate for each category.</p> <p>Environmental Compliance and O&amp;M staffs meet Quarterly to discuss SSOs and related issues.</p> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4: None.</p> |                |     |        |     |   |                                                                                                                                       |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign after annual review)</b>                  | <b>Date:</b> |
|  | 1/11/2016    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                             |                   |                 |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------|-------------------|-----------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                      | <b>High Velocity Vacuum Cleaning (HVVC)</b> |                   |                 |                  |
| <b>Responsible Person (RP):</b><br>HVVC Crew Leader                                                                                                                                                                                                                                                                                                                                                                                                     |                                                      |                                             |                   |                 |                  |
| <b>Description of Performance Indicator(s) (PIs):</b>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                      |                                             |                   |                 |                  |
| The PIs listed below quantify the effort to periodically clean hot spot pipes and support CCTV inspection by pre-cleaning pipes.                                                                                                                                                                                                                                                                                                                        |                                                      |                                             |                   |                 |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |                                             |                   |                 |                  |
| 1. <i>The total footage of the collection system cleaned per year with HVVC.</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC footage production from central crystal report, and project to year-end production.                                                                                                                                                                                                                      |                                                      |                                             |                   |                 |                  |
| 2. <i>The total number of pipe segments cleaned with HVVC per year.</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC pipe cleaning production from central crystal report, and project to year-end production.                                                                                                                                                                                                                         |                                                      |                                             |                   |                 |                  |
| 3. <i>The average footage cleaned per 16 hours of work (one full day for a crew of 2).</i><br><b>Data Collection Method:</b> Determine year-to-date HVVC effort hours expended from central crystal report, and divide by 16 to determine the number of equivalent 16-hour blocks worked. Divide the year-to-date footage cleaned (also from central crystal report) by the number of 16 hour blocks worked to determine average daily crew production. |                                                      |                                             |                   |                 |                  |
| 4. <i>The percentage of CCTV inspections that were conducted where pre-cleaning was completed.</i><br><b>Data Collection Method:</b> Determine the number of year-to-date CCTV inspections that have been pre-cleaned from the central crystal report, and compare to the total number of year-to-date CCTV inspections completed (also from central crystal report).                                                                                   |                                                      |                                             |                   |                 |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Performance Indicators</b>                        | <b>Rating</b>                               |                   |                 |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                      | <b>Below Goal</b>                           | <b>Acceptable</b> | <b>Good</b>     | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Feet cleaned / year                                  | < 210,000                                   | 210,000-240,000   | 240,000-300,000 | > 300,000        |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pipe segments cleaned / year                         | < 700                                       | 700-900           | 900-1000        | > 1000           |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Footage cleaned / 16 work hours                      | <1800                                       | 1800-2300         | 2300-2500       | > 2500           |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                       | % Pipe segments pre-cleaned prior to CCTV inspection | < 70%                                       | 70-80%            | 80-90%          | > 90%            |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |         |       |       |     |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------|-------|-------|-----|--------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Measured Value |         |       |       |     | Performance Assessment Comments                  |
| FY 14-15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Goal           | 1       | 2     | 3     | 4   | 1,2,3 numerically better than last year's stats. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Value          | 389,822 | 2,461 | 2,439 | 52% |                                                  |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |         |       |       |     |                                                  |
| <p><b>FY 14-15 Ratings:</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 389,822 ft cleaned per year with HVVC.</li> <li><b>Excellent</b> – 2,461 segments cleaned with HVVC per year.</li> <li><b>Good</b> – 2,439 feet cleaned per unit.</li> <li><b>Below Goal</b> – 52% of segments pre-cleaned prior to CCTV. Only counted segments with 'SGM#' and if there was jetting/heavy cleaning done on the Crystal Report.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4: CCTV crew needs to be sure to include the Clean Date and the ML_Name (SGM#).</p> |                |         |       |       |     |                                                  |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1/5/16       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              |                       |                   |                   |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------|-------------------|-------------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                              | <b>System Mapping</b> |                   |                   |                  |
| <b>Responsible Person (RP):</b><br>GIS Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                              |                       |                   |                   |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts to provide up-to-date maps of assets in the collection systems and other applicable facilities (i.e., stormwater facilities, waterways, etc.). This effort involves completing map change requests in a timely fashion. Map change requests come from three sources; namely, 1) variations observed in the field, 2) changes from rehabilitation or replacement, and 3) additional assets from new development. |                                                                                              |                       |                   |                   |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                              |                       |                   |                   |                  |
| 1. <i>The average time to update GIS maps based on redlines received from O&amp;M staff in the field through Redline Process.</i><br><b>Data Collection Method:</b> Determine the average completion time for field staff redline map updates completed in the year-to-date period from the central crystal report.                                                                                                                                                                                                    |                                                                                              |                       |                   |                   |                  |
| 2. <i>Time since the last feature class export for redline changes from the GIS mapping system was completed for updating of the CAD mapping system due to redline markups made in the field.</i><br><b>Data Collection Method:</b> Keep track manually.                                                                                                                                                                                                                                                               |                                                                                              |                       |                   |                   |                  |
| 3. <i>The average time to update CAD/GIS maps based on as-builts received from rehabilitation or replacement projects.</i><br><b>Data Collection Method:</b> Keep track manually from map change request forms (MCRs) filed within the year-to-date.                                                                                                                                                                                                                                                                   |                                                                                              |                       |                   |                   |                  |
| 4. <i>The average time to update CAD/GIS maps based on as-builts from new development.</i><br><b>Data Collection Method:</b> Keep track manually from map change request forms (MCRs) filed within the year-to-date.                                                                                                                                                                                                                                                                                                   |                                                                                              |                       |                   |                   |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Performance Indicators</b>                                                                | <b>Rating</b>         |                   |                   |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                              | <b>Below Goal</b>     | <b>Acceptable</b> | <b>Good</b>       | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Average time for redline updates                                                             | > 2 months            | 1-2 months        | 1 month – 2 weeks | < 2 weeks        |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Time since last GIS redline markup export and update of CAD maps for field changes completed | > 3 months            | 2-3 months        | 1-2 months        | < 1 month        |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Average time for rehab & replacement updates                                                 | > 3 months            | 2-3 months        | 1-2 months        | < 1 month        |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Average time for “new development” updates                                                   | > 6 months            | 3-6 months        | 2-3 months        | < 2 months       |

| Periodic Performance Tracking |                |         |   |        |          |                                                                                                                                                       |
|-------------------------------|----------------|---------|---|--------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date                          | Measured Value |         |   |        |          | Performance Assessment Comments                                                                                                                       |
| 1 <sup>st</sup> Qtr           | Goal           | 1       | 2 | 3      | 4        |                                                                                                                                                       |
|                               | Value          | 7 days  | - | -      | -        |                                                                                                                                                       |
| 2 <sup>nd</sup> Qtr           | Goal           | 1       | 2 | 3      | 4        |                                                                                                                                                       |
|                               | Value          | 11 days | - | -      | -        |                                                                                                                                                       |
| 3 <sup>rd</sup> Qtr           | Goal           | 1       | 2 | 3      | 4        | 4. 1/6/15 Heritage Units 4C&7. 3-4 days to update, 1/27/15 Solara Ranch. 3-4 days                                                                     |
|                               | Value          | 8 days  | - | -      | 3.5 days |                                                                                                                                                       |
| 4 <sup>th</sup> Qtr           | Goal           | 1       | 2 | 3      | 4        | 3. 6/18/15 - Pioneer Widening. 2 days to update<br>4. 4/18/15 Heritage Park, 2 days to update. 5/19/15 Heritage Remainder Phase 1 & Phase 2 – 3 days. |
|                               | Value          | 3 days  | - | 2 days | 2.5 days |                                                                                                                                                       |

#### Annual Performance Assessment / Recommendations for Updates

##### FY 14/15 Ratings

1. Excellent – Year end average is 7 days.
2. Below Goal – Last Redline Updates to CADD was done in January 2014.
3. Excellent – Year end average is 2 days.
4. Excellent - Year end average is 3 days.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

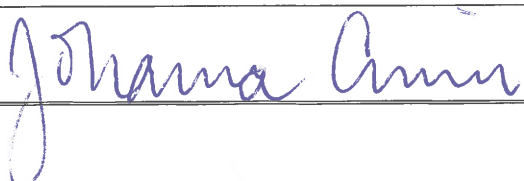
Recommendation #4: None.

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1.6.16       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Operation and Maintenance Budgeting</b> |
| <b>Responsible Person (RP):</b><br>Management Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |
| <b>Description of Performance Indicator(s) (PIs):</b><br><p>The PIs listed below quantify the efforts to sufficiently provide and utilize funds to effectively operate and maintain the collection system.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The amount of funding provided for operating and maintaining the collection system per foot of main line pipe.</i><br/> <b>Data Collection Method:</b> Determine annual funds allocated for operation and maintenance of the sewage collection system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. [Note: This PI only needs to be tracked on an annual basis, not a quarterly basis.]</li> <li><i>The annual cost of operating and maintaining the collection system per foot of main line pipe.</i><br/> <b>Data Collection Method:</b> Determine actual year-to-date sewer system O&amp;M costs from financial accounting system, and divide by the total gravity main and pressure main pipe footage from the central crystal report. Project the cost per foot to the year-end total cost per foot.</li> </ol> |                                            |

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

| Periodic Performance Tracking                               |                |           |           |                                                                                           |  |
|-------------------------------------------------------------|----------------|-----------|-----------|-------------------------------------------------------------------------------------------|--|
| Date                                                        | Measured Value |           |           | Performance Assessment Comments                                                           |  |
| FY 14/15                                                    | Goal           | 1         | 2         | 1. Good – \$ 2,388,982 / 980,236 ft of sewer pipe.<br>2. Good – \$2.03/ ft, within budget |  |
|                                                             | Value          | \$2.44/ft | \$2.03/ft |                                                                                           |  |
| Annual Performance Assessment / Recommendations for Updates |                |           |           |                                                                                           |  |
| Recommendation #1: none<br>Recommendation #2: none          |                |           |           |                                                                                           |  |

|                                                                                     |                                                                                       |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b>                                                                          |
|  |  |

|              |                                               |
|--------------|-----------------------------------------------|
| <b>Goal:</b> | <b>Preventative Maintenance Effectiveness</b> |
|--------------|-----------------------------------------------|

|                                                                     |
|---------------------------------------------------------------------|
| <b>Responsible Person (RP):</b><br>Utilities Maintenance Supervisor |
|---------------------------------------------------------------------|

|                                                       |
|-------------------------------------------------------|
| <b>Description of Performance Indicator(s) (PIs):</b> |
|-------------------------------------------------------|

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

|                                         |
|-----------------------------------------|
| <b>PIs and Data Collection Methods:</b> |
|-----------------------------------------|

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

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

| Periodic Performance Tracking |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
|-------------------------------|--|--|--|--|--|

| Date     | Measured Value |     |     |      | Performance Assessment Comments |
|----------|----------------|-----|-----|------|---------------------------------|
|          | Goal           | 1   | 2   | 3    |                                 |
| FY 14/15 | Value          | 14% | 14% | 0.9% | 1. 259 out of 1759 WO           |

**Annual Performance Assessment / Recommendations for Updates****FY 14/15**

1. Excellent – 14%
2. Good – 14%
3. Excellent - 0.9%

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

**Signature of Responsible Person: (sign when complete)****Date:***1/5/16*

**Goal:** Frequency of Preventative Maintenance (PM) Activities

**Responsible Person (RP):**  
Utilities Maintenance Supervisor

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. Compare the number of closed-out work orders in the CMMS to the number of flushing and inspection work orders that should have been generated if all of the pipes on the weekly and quarterly cleaning routes were completed and determine the completion %.

**Data Collection Method:** Determine the total number of year-to-date closed-out preventative maintenance CCTV inspection and hydroflushing work orders from the central crystal report. Compare the number of closed-out work orders to the number of work orders that were expected based on the number of assets on the weekly and quarterly inspection and cleaning routes (excel files).

2. Frequency of thorough electrical and mechanical inspections of lift stations.

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

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

| Periodic Performance Tracking |                |     |            |                                                                                                                        |
|-------------------------------|----------------|-----|------------|------------------------------------------------------------------------------------------------------------------------|
| Date                          | Measured Value |     |            | Performance Assessment Comments                                                                                        |
| FY 14/15                      | Goal           | 1   | 2          |                                                                                                                        |
|                               | Value          | 72% | <Quarterly | 1. 81 closed PM WOs vs. 112 expected closed WOs<br>2. WPCF staff does bi-weekly pump down for scum and grease control. |

### Annual Performance Assessment / Recommendations for Updates

#### FY 14/15 Ratings

1. Below Goal – 72% closed out work orders vs. expected PM work orders.
2. Excellent – Electrical visited sewer lift stations annually and WPCF maintains sewer lift stations bi-weekly with tracking on paper and MP2 (maintenance management system) for WPCF. Lift stations are inspected and visited daily.

Recommendation #1: The flushing program was being revised for a few months to evaluate the need for flushing in certain areas. The expected PM for flushing was on hold which accounts for less work orders than expected.

Recommendation #2: None.

| Signature of Responsible Person: (sign when complete)                             | Date:  |
|-----------------------------------------------------------------------------------|--------|
|  | 1/5/16 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Rehabilitation and Replacement (R/R) Funding</b> |
| <b>Responsible Person (RP):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Management Analyst                                  |
| <b><u>Description of Performance Indicator(s) (PIs):</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |
| <p>The PIs listed below quantify the efforts to provide sufficient funds for the R/R program to maintain or improve the condition of the collection system over time.</p> <p><b><u>PIs and Data Collection Methods:</u></b></p> <ol style="list-style-type: none"> <li> <p><i>The percentage of the total system value as defined by GASB34 reporting budgeted for the year for R/R projects.</i></p> <p><b>Data Collection Method:</b> Manually compare total R/R funding provided to the value of the sewer collection system as determined by GASB34 reporting.</p> <p>[Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]</p> </li> <li> <p><i>The annual funding budgeted for R/R projects compared to the estimated funding required according to estimates produced by the CA&amp;CIP Module.</i></p> <p><b>Data Collection Method:</b> Manually sum the total annual R/R funding provided vs. the funding required for the current year according to CIP bundles scheduled for the current year in the CA&amp;CIP module.</p> <p>[Note: this PI may be tracked on an annual basis, and does not need to be tracked quarterly.]</p> </li> </ol> |                                                     |

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

| Periodic Performance Tracking                                                                                                                                                                                                                                           |                |        |                                 |                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                    | Measured Value |        | Performance Assessment Comments |                                                                                                                                   |
| FY 14/15                                                                                                                                                                                                                                                                | Goal           | 1      | 2                               | 1. FY 15 Capital Projects Funded by Sewer + FY 15 220-086-7853-5262 budgeted amount divided by GASB 34 FY Sewer Evaluation.<br>2. |
|                                                                                                                                                                                                                                                                         | Value          | 16.22% | N/A                             |                                                                                                                                   |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                             |                |        |                                 |                                                                                                                                   |
| FY 14/15<br><br>1. Excellent – FY 15 Capital Projects funded by Sewer is \$10,454,000 + FY 220-086-7853-5262 budgeted amount (\$376,762.23) divided by \$66,761,206 (GASB 34 FY 15 Sewer Eval)<br><br>Recommendation #1: None.<br><br>Recommendation #2: Revise the PI! |                |        |                                 |                                                                                                                                   |

|                                                       |               |
|-------------------------------------------------------|---------------|
| Signature of Responsible Person: (sign when complete) | Date:         |
| <i>Johanna Crimi</i>                                  | <i>1/5/16</i> |

| <b>Goal:</b>                                                          |                                                                          | <b>Rehabilitation and Replacement (R/R) Program</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |        |           |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|-----------|
| <b>Responsible Person (RP):</b><br>Principal Utilities Civil Engineer |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |        |           |
| <b>Description of Performance Indicator(s) (PIs):</b>                 |                                                                          | <p>The PIs listed below quantify the efforts to develop and implement an R/R program. This involves developing a CA&amp;CIP Module for continually prioritizing line segments to be identified for rehabilitation or replacement. Once prioritized line segments are identified and bundled into Capital Improvement Projects (CIPs), appropriate rehabilitation or replacement methods will be analyzed, designed, and constructed.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The percentage of assets in the CA&amp;CIP Module that have been CCTV inspected that have also been evaluated.</i><br/> <b>Data Collection Method:</b> Determine the percentage of CCTV inspected assets that have been evaluated in the CACIP from the central crystal report.</li> <li><i>The percentage of assets in the CA&amp;CIP Module that have risk ratings from 4-5 that have a capital improvement "action" assigned.</i><br/> <b>Data Collection Method:</b> Determine the percentage of assets in the CACIP module with risk ratings of 4 of 5 that have capital improvement actions assigned from the central crystal report.</li> <li><i>The percentage of CIP bundles assigned to the previous year that are in design or construction.</i><br/> <b>Data Collection Method:</b> Manually determine the % based on determination of which CIP bundles assigned to the previous year in the CACIP Module are actually in design or construction.</li> <li><i>The number of annual main line structural pipe failures or breaks per 100 miles of pipe.</i><br/> <b>Data Collection Method:</b> Determine the number of SSOs caused by structural failures in gravity mains, force mains, and manholes from the central crystal report. Also determine the number of repairs or replacements of gravity mains, force mains, and manholes due to emergency structural problems from the central crystal report. Project the total number of year-to-date structural issues to year-end totals. Finally, determine the ratio of structural failures per 100 miles of pipe using the total length of sewer system gravity and pressure main piping (also found in the central crystal report).</li> </ol> |            |        |           |
|                                                                       | Performance Indicators                                                   | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |        |           |
|                                                                       |                                                                          | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Acceptable | Good   | Excellent |
| 1                                                                     | % of CCTV inspected assets that have been evaluated in the CA&CIP Module | < 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 75-85%     | 85-95% | 95-100%   |
| 2                                                                     | % of assets with risk ratings of 4 or 5 that have CIP "actions" assigned | < 75%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 75-85%     | 85-95% | 95-100%   |
| 3                                                                     | % of scheduled CIPs designed or in construction                          | < 60%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 60-70%     | 70-80% | > 80%     |
| 4                                                                     | # of line failures per 100 miles of pipe                                 | > 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3-4        | 2-3    | < 2       |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |    |      |   |   |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|------|---|---|---------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Measured Value |    |      |   |   | Performance Assessment Comments |
| FY 14/15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Goal           | 1  | 2    | 3 | 4 |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Value          | 1% | 0.7% |   | 7 |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |    |      |   |   |                                 |
| <b>FY 14/15 Ratings</b><br><ol style="list-style-type: none"> <li>Below Goal - Unrealistic goal with a database of 3,521 CCTV records</li> <li>Below Goal - CIP actions assigned will be done during evaluation.</li> <li>Good - 7 CIP repairs completed Design out of 10 CIP Bundles.</li> <li>Below Goal - 13 gravity mains repair and replace, that were structural emergencies. Total repair/replace and SSO's for sewer mains and manholes that were structural emergencies is 13. 180 miles of sewer pipe. 7 structural failures and emergencies per 100 mi of pipe. (3 lateral R/R and 1 Private manhole SSO due to structural failures, but not counted in this PI).</li> </ol> <p>Recommendation #1: Change Performance Indicator for evaluations on 4 or 5 lines.</p> <p>Recommendation #2: Assign CIP to 4/5 during evaluations.</p> <p>Recommendation #3: None.</p> <p>Recommendation #4: None.</p> |                |    |      |   |   |                                 |

|                                                                                     |        |
|-------------------------------------------------------------------------------------|--------|
| Signature of Responsible Person: (sign when complete)                               | Date:  |
|  | 1/5/16 |

|                                                                                                                                                                                                                                                                        |                                                                                 |                                                                                              |                             |                              |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------|------------------------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                           |                                                                                 | <b>Replacement Parts</b>                                                                     |                             |                              |                  |
| <b>Responsible Person (RP):</b><br>Equipment Services Clerk /<br>Utility Maintenance Worker /<br>WPCF Operator                                                                                                                                                         |                                                                                 |                                                                                              |                             |                              |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts to ensure that adequate reserves of replacement parts are available to respond to foreseeable emergency situations that may arise within the collection system. |                                                                                 |                                                                                              |                             |                              |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                |                                                                                 |                                                                                              |                             |                              |                  |
| 1. <i>Frequency with which the inventory of necessary equipment and replacement parts for fleet vehicles is reviewed and updated, and new parts ordered if needed.</i>                                                                                                 |                                                                                 | <b>Data Collection Method:</b> Report generated through Fleet Software System semi-annually. |                             |                              |                  |
| 2. <i>Frequency with which the inventory of necessary equipment and replacement parts for pipeline and manhole repairs is reviewed and updated, and new parts ordered if needed.</i>                                                                                   |                                                                                 | <b>Data Collection Method:</b> Keep track manually.                                          |                             |                              |                  |
| 3. <i>Frequency with which the inventory of necessary equipment and replacement parts for lift stations is reviewed and updated, and new parts ordered if needed.</i>                                                                                                  |                                                                                 | <b>Data Collection Method:</b> Keep track manually.                                          |                             |                              |                  |
|                                                                                                                                                                                                                                                                        |                                                                                 | <b>Below Goal</b>                                                                            | <b>Acceptable</b>           | <b>Good</b>                  | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                      | Frequency of Fleet equipment and replacement part inventory review              | >Annually                                                                                    | Annually /<br>Semi-annually | Semi-annually /<br>Quarterly | ><br>Quarterly   |
| 2                                                                                                                                                                                                                                                                      | Frequency of pipeline / manhole equipment and replacement part inventory review | >Annually                                                                                    | Annually /<br>Semi-annually | Semi-annually /<br>Quarterly | ><br>Quarterly   |
| 3                                                                                                                                                                                                                                                                      | Frequency of lift station equipment and replacement part inventory review       | >Annually                                                                                    | Annually /<br>Semi-annually | Semi-annually /<br>Quarterly | ><br>Quarterly   |

### Periodic Performance Tracking

| Date                | Measured Value |       |       |          | Performance Assessment Comments                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|----------------|-------|-------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Qtr | Goal           | 1     | 2     | 3        | 1. Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operation of crucial equipment.<br>2. Inventory on 7/1/14<br>3. Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability. MP2 is the maintenance management software for the WPCF. |
|                     | Value          | Qtrly | Qtrly | Annually |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 <sup>nd</sup> Qtr | Goal           | 1     | 2     | 3        | 1,3. Same as Q1.<br>2. Inventory on 10/1/14                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                     | Value          | Qtrly | Qtrly | Annually |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3 <sup>rd</sup> Qtr | Goal           | 1     | 2     | 3        | 1,3. Same as Q1.<br>2. Inventory on 1/1/15                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                     | Value          | Qtrly | Qtrly | Annually |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4 <sup>th</sup> Qtr | Goal           | 1     | 2     | 3        | 1,3. Same as Q1.<br>2. Inventory on 4/1/15                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                     | Value          | Qtrly | Qtrly | Annually |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

### Annual Performance Assessment / Recommendations for Updates

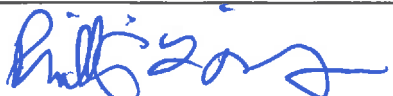
#### FY 14/15 Ratings

- Excellent** – Quarterly. Performed routine repairs and maintenance. Parts inventory was maintained to assure maximum operation of crucial equipment.
- Excellent** – Quarterly. Inventory done on the first of January, April, July and October.
- Acceptable** – Annually. Spare pump in stock for Gibson. Bypass pumping capabilities for both pump stations by tow portable pumps available at WPCF. A portable generator for the lift stations is also available at the WPCF for additional emergency capability.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 1-6-16 |

|                                                                                                                                                                                                                                                                                                                       |                                                |                                     |         |                   |                                        |                         |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------|---------|-------------------|----------------------------------------|-------------------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                          |                                                | <b>Response to Service Requests</b> |         |                   |                                        |                         |                  |
| <b>Responsible Person (RP):</b><br>Administrative Clerk                                                                                                                                                                                                                                                               |                                                |                                     |         |                   |                                        |                         |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts taken to effectively respond to customer service calls.                                                                                                                                                        |                                                |                                     |         |                   |                                        |                         |                  |
| <b>PIs and Data Collection Methods:</b>                                                                                                                                                                                                                                                                               |                                                |                                     |         |                   |                                        |                         |                  |
| 1. <i>The average response time for an urgent call.</i><br><b>Data Collection Method:</b> Determine the average response time for “priority 1” (emergency), “priority 2” (urgent), and “priority 9” (on-call) service calls from the central crystal report.                                                          |                                                |                                     |         |                   |                                        |                         |                  |
| 2. <i>The average response time for a routine call.</i><br><b>Data Collection Method:</b> Determine the average response time for “priority 3” (routine) service calls from the central crystal report.                                                                                                               |                                                |                                     |         |                   |                                        |                         |                  |
| 3. <i>Average number of service calls per 100 miles of pipe per year.</i><br><b>Data Collection Method:</b> Determine the total number of year-to-date service calls from the central crystal report, project to year-end totals, and determine number of calls per 100 miles of main line gravity and pressure pipe. |                                                |                                     |         |                   |                                        |                         |                  |
|                                                                                                                                                                                                                                                                                                                       | <b>Performance Indicators</b>                  |                                     |         | <b>Rating</b>     |                                        |                         |                  |
|                                                                                                                                                                                                                                                                                                                       |                                                |                                     |         | <b>Below Goal</b> | <b>Acceptable</b>                      | <b>Good</b>             | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                     | Response time for urgent calls                 |                                     |         | > 1 day           | 1 day                                  | 8 hours                 | 1 hour           |
| 2                                                                                                                                                                                                                                                                                                                     | Response time for routine calls                |                                     |         | > 1 week          | 1 week                                 | 3 days                  | 1 day            |
| 3                                                                                                                                                                                                                                                                                                                     | Average # of service calls / 100 miles of pipe |                                     |         | > 200             | 150-200                                | 100-150                 | < 100            |
| <b>Periodic Performance Tracking</b>                                                                                                                                                                                                                                                                                  |                                                |                                     |         |                   |                                        |                         |                  |
| <b>Date</b>                                                                                                                                                                                                                                                                                                           |                                                | <b>Measured Value</b>               |         |                   | <b>Performance Assessment Comments</b> |                         |                  |
| FY 14/15                                                                                                                                                                                                                                                                                                              |                                                | Goal                                | 1       | 2                 | 3                                      | 3. 262 service requests |                  |
|                                                                                                                                                                                                                                                                                                                       |                                                | Value                               | 3 hours | 1 hour            | 142 calls/100 mi                       |                         |                  |

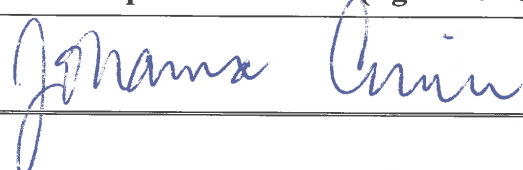
**Annual Performance Assessment / Recommendations for Updates****FY 14/15 Ratings**

1. Excellent - Average response time for an urgent call is 3 hours.
2. Excellent - Average response time for a routine service call is 1 hour.
3. Good – 142 is the average # of service calls/100 mi pipe.

Recommendation #1: None.

Recommendation #2: None.

Recommendation #3: None.

| Signature of Responsible Person: (sign when complete)                             | Date:  |
|-----------------------------------------------------------------------------------|--------|
|  | 1/5/16 |

**Goal:****Root Treatment Program (RTP)****Responsible Person (RP):**

Utilities Maintenance Worker III

**Description of Performance Indicator(s) (PIs):**

The PIs listed below quantify the efforts to mitigate reoccurring sewer lateral blockages due to root intrusion and to operate an effective Root Treatment Program.

**PIs and Data Collection Methods:**

1. *The total footage of sewer laterals treated for root intrusion over one year*

**Data Collection Method:** Determine the year-to-date footage of treated sewer laterals from central crystal report, and extrapolate to the end of the year.

2. *The average footage of sewer laterals treated per fiscal quarter.*

**Data Collection Method:** Determine the year-to-date total footage of sewer laterals treated from central crystal report and divide by four.

3. *The percent reduction in Sanitary Sewer Overflows (SSOs) and blockages requiring flushing attributed to root intrusion from previous year.*

**Data Collection Method:** For the first year of tracking, simply report the number of SSO's and blockages caused by root intrusion from the central crystal report. After data is available from the first year of tracking, determine the year-to-date number of SSOs and blockages attributed to root intrusion, project the number of events out to the total year, and then compare the previous year's events to determine the percent reduction.

|   | Performance Indicators                                                  | Rating     |              |           |           |
|---|-------------------------------------------------------------------------|------------|--------------|-----------|-----------|
|   |                                                                         | Below Goal | Acceptable   | Good      | Excellent |
| 1 | Total footage of laterals treated for root intrusion over one year      | > 500      | < 500 - 1250 | 1250-2000 | >2000     |
| 2 | Average footage of sewer laterals treated per quarter                   | > 500      | < 500 - 2000 | 2000-5000 | > 5000    |
| 3 | % reduction in SSOs attributed to root intrusion from the previous year | < 0        | > 0 - 2.5%   | > 2.5-5%  | > 5%      |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |        |   |     |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|---|-----|---------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Measured Value |        |   |     | Performance Assessment Comments                   |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Goal           | 1      | 2 | 3   | 3. 0% reduction. 2 SSOs this FY. 2 SSOs last FY.  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Value          | 52     |   | 0%  |                                                   |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Goal           | 1      | 2 | 3   | 3. 0 % reduction. 8 SSOs this FY. 4 SSOs last FY. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Value          | 5,565  |   | 0%  |                                                   |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Goal           | 1      | 2 | 3   | 3. 56% reduction. 4 SSOs this FY. 9 SSOs last FY. |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Value          | 10,835 |   | 56% |                                                   |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Goal           | 1      | 2 | 3   | 3. 0% reduction. 3 SSOs this FY. 2 SSOs last FY   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Value          | 265    |   | 0%  |                                                   |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |        |   |     |                                                   |
| <p><b>FY 14/15 Ratings</b></p> <ol style="list-style-type: none"> <li><b>Excellent</b> – 16,717 ft of sewer laterals treated for root intrusion.</li> <li><b>Good</b> – 16,717 ft/4. 4,179 ft of sewer laterals treated per fiscal year.</li> <li><b>Below Goal</b> – 17 SSOs attributed to root intrusion this FY. 17 SSOs last FY.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: See location of root caused SSOs and determine if lateral cleaning is required. Pay special attention if it's a repeat SSO.</p> |                |        |   |     |                                                   |

|                                                                                     |              |
|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign after annual review)</b>                  | <b>Date:</b> |
|  | 1/5/16       |

|              |                                                                 |
|--------------|-----------------------------------------------------------------|
| <b>Goal:</b> | <b>System Evaluation and Capacity Assurance Program (SECAP)</b> |
|--------------|-----------------------------------------------------------------|

**Responsible Person (RP):**  
Principal Utilities Civil Engineer

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *Ratio of peak wet weather flow to peak dry weather flow as monitored at the WWTP*  
**Data Collection Method:** Collect daily flow data for the largest wet weather event at the WWTP headworks year-to-date and compare to the average daily dry weather (summer) flows as reported by WWTP operators to determine the ratio.
2. *Frequency of hydraulic model updates*  
**Data Collection Method:** Keep track manually. Hydraulic model updates include adjustments to parcel use information, system geometry (i.e. pipe sizes, inverts, locations), updates to I/I rates, etc. RP should keep a log of hydraulic model update activities.

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

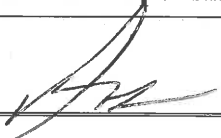
| Periodic Performance Tracking                               |                |           |      |                                 |
|-------------------------------------------------------------|----------------|-----------|------|---------------------------------|
| Date                                                        | Measured Value |           |      | Performance Assessment Comments |
| FY 14/15                                                    | Goal           | 1         | 2    |                                 |
|                                                             | Value          | Excellent | Good |                                 |
| Annual Performance Assessment / Recommendations for Updates |                |           |      |                                 |

FY 14/15 Ratings

1. Excellent – 12/18/14 Peak daily flow 5.664 mgd, Jun – September Average Dry Weather flow 3.821 mgd Ratio 1.48
2. Excellent – Hydraulic model updated and run on 6/14 from Waterworks Engineering

Recommendation #1:

Recommendation #2:

|                                                                                   |              |
|-----------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                      | <b>Date:</b> |
|  | 1/26/16      |

**Goal:****Mitigation of Sanitary Sewer Overflows (SSOs)****Responsible Person (RP):**

Utilities Maintenance Supervisor

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The percent of SSO volume capture in flat areas (i.e. slopes of 1-5%).*

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

2. *The percent of SSO volume capture in steep areas (i.e. slopes greater than 5%).*

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

3. *Average time from an SSO event to when the line is inspected with CCTV to investigate the cause.*

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

4. *% of private lateral spills that are reported as category 3 spills in the CIWQS database.*

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

|   | Performance Indicators                             | Rating     |            |          |           |
|---|----------------------------------------------------|------------|------------|----------|-----------|
|   |                                                    | Below Goal | Acceptable | Good     | Excellent |
| 1 | % captured of SSO (flat, 1-5%)                     | <70%       | 70%-80%    | 90-90%   | 90-100%   |
| 2 | % captured of SSO (steep, >5%)                     | <30%       | 30-50%     | 50-90%   | 90-100%   |
| 3 | Average time to investigate SSO with CCTV          | >1 week    | 5-7 days   | 3-5 days | < 3 days  |
| 4 | % complete on-line reporting for category 3 spills | < 70%      | 70-80%     | 80-90%   | 90-100%   |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |                |     |       |     |                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|-----|-------|-----|----------------------------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       | Measured Value |     |       |     | Performance Assessment Comments                                                                                            |
| FY 14/15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Goal  | 1              | 2   | 3     | 4   | 2. No slopes > 5%<br>3. 25 SSOs CCTV'd in 1 day. 10 SSOs were not shown to have CCTV done.<br>4. 15 private lateral spills |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Value | 100%           | N/A | 1 day | N/A |                                                                                                                            |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |                |     |       |     |                                                                                                                            |
| <p><b>FY 14/15 Ratings:</b></p> <p>1. Excellent – 100% of SSO volume captured in flat areas.</p> <p>2. N/A – No steep areas.</p> <p>3. 1 day – 25 SSOs were CCTV'd in one day. 10 SSOs were not shown to have CCTV done.</p> <p>4. Total of 15 private lateral spills. None were reported.</p> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: Complete Crystal Works report in a constant format. When <i>CCTV'D</i> is answered with 'N', some put <i>CCTV RESPONSE TIME (DAYS)</i> as 'N/A' while others put '1'.</p> <p>Recommendation #3: None.</p> |       |                |     |       |     |                                                                                                                            |

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 1/5/16 |

**Goal:** Prevention of Sanitary Sewer Overflows (SSOs)

**Responsible Person (RP):**  
Utilities Maintenance Supervisor

**Description of Performance Indicator(s) (PIs):**

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

**PIs and Data Collection Methods:**

1. *The number of SSOs per 100 miles of gravity sewer mains per year.*

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

2. *The percent reduction in SSOs from the previous year.*

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

3. *The number of repeat SSOs in a three year period.*

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

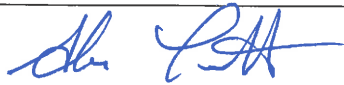
|   | Performance Indicators                 | Rating     |            |       |           |
|---|----------------------------------------|------------|------------|-------|-----------|
|   |                                        | Below Goal | Acceptable | Good  | Excellent |
| 1 | # of SSOs / 100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

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |   |      |    |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|------|----|---------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Measured Value |   |      |    | Performance Assessment Comments |
| FY 14/15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Goal           | 1 | 2    | 3  |                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Value          | 0 | 100% | >0 |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |   |      |    |                                 |
| <p><b>FY 14/15</b></p> <ol style="list-style-type: none"> <li>1. Excellent – 0 Main SSOs per 100 mi of pipe.</li> <li>2. Excellent – 1 Main SSO occurrence last FY vs. 0 SSO occurrences this FY. 100% Reduction.</li> <li>3. Below Goal – 4 repeat SSO's in last 3 fiscal years.</li> </ol> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> <p>Recommendation #3: Use new layer in GIS that displays SSOs to locate repeat SSOs. See if the corresponding SGM is a 5 Rating. Watch CCTV/Sewer SSL videos to determine if repairs need to be made.</p> |                |   |      |    |                                 |

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|-------------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1/5/16       |

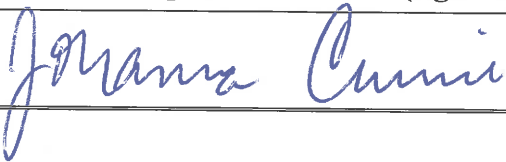
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |                                                    |                   |             |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       | <b>Response to Sanitary Sewer Overflows (SSOs)</b> |                   |             |                  |
| <b>Responsible Person (RP):</b><br>Utilities Maintenance Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |                                                    |                   |             |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts taken to effectively respond to SSOs. <i>Response time</i> is defined as the time of first notification or discovery of a SSO to the arrival onsite by City staff.                                                                                                                                                                                                                                                                                                                                               |                                       |                                                    |                   |             |                  |
| <b>Data Collection Methods</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |                                                    |                   |             |                  |
| 1. <i>The average response time during normal business hours (M-F 7am-4pm).</i><br><b>Data Collection Method:</b> Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 7am and 4 pm Monday through Friday. Determine the average response time for year-to-date incidents.         |                                       |                                                    |                   |             |                  |
| 2. <i>The average response time after hours (M-F 4pm-7am, weekends, holidays).</i><br><b>Data Collection Method:</b> Determine manually from year-to-date City SSO records or using the CIWQS database. Determine response time for each event by comparing “Date and time sanitary sewer system agency was notified of or discovered spill” to “Estimated Operator arrival date/time” and calculate Response Time. SSOs that occur during normal business hours are those that are initially reported between 4pm and 7am, or on weekends or holidays. Determine the average response time for year-to-date incidents. |                                       |                                                    |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Performance Indicators</b>         | <b>Rating</b>                                      |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       | <b>Below Goal</b>                                  | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SSO response time during normal hours | >30 min                                            | 30 min            | 20 min      | 15 min           |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SSO response time after normal hours  | <1 hr                                              | 1 hr              | 45 min      | 30 min           |

| Periodic Performance Tracking                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |    |    |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----|----|---------------------------------|
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Measured Value |    |    | Performance Assessment Comments |
| FY 14/15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Goal           | 1  | 2  | 1 & 2 reported in minutes.      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Value          | 15 | 28 |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |    |    |                                 |
| <p><b>FY 14/15 Ratings:</b></p> <ol style="list-style-type: none"> <li>1. Excellent – Average response time is 15 minutes.</li> <li>2. Excellent – Average response time is 28 minutes.</li> </ol> <p>Recommendation #1: Be sure that the response time in the SSO report form and work order are the same. If the report form had the wrong times, make times of notification and arrival clear on comments section of the work order.</p> <p>Recommendation #2: Same as Recommendation #1.</p> |                |    |    |                                 |

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|-----------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                      | <b>Date:</b> |
|  | 1/5/16       |

|                                                                                                                                                                                                                                                                                                                             |                               |                   |                   |             |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------|-------------------|-------------|------------------|
| <b>Goal:</b>                                                                                                                                                                                                                                                                                                                | <b>Staffing</b>               |                   |                   |             |                  |
| <b>Responsible Person (RP):</b><br>Administrative Clerk                                                                                                                                                                                                                                                                     |                               |                   |                   |             |                  |
| <b>Description of Performance Indicator(s) (PIs):</b><br><br>The PIs listed below quantify the efforts to fill all funded positions within the Utility Maintenance, Environmental Operations, and Utilities Engineering Divisions of the City of Woodland to meet the necessary effort required to implement the City SSMP. |                               |                   |                   |             |                  |
| <b>PIs and Data Collection Methods:</b><br><br>1. <i>The percentage of vacant staff positions in the divisions listed above.</i><br><b>Data Collection Method:</b> Keep track manually.                                                                                                                                     |                               |                   |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                             | <b>Performance Indicators</b> | <b>Rating</b>     |                   |             |                  |
|                                                                                                                                                                                                                                                                                                                             |                               | <b>Below Goal</b> | <b>Acceptable</b> | <b>Good</b> | <b>Excellent</b> |
| 1                                                                                                                                                                                                                                                                                                                           | % of vacant positions         | > 10%             | 10%               | 5%          | All filled       |

| Periodic Performance Tracking                                                                                                       |                |    |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------|----|---------------------------------|
| Date                                                                                                                                | Measured Value |    | Performance Assessment Comments |
| FY 14/15                                                                                                                            | Goal           | 1  | 1. One UMW vacant position.     |
|                                                                                                                                     | Value          | 9% |                                 |
| Annual Performance Assessment / Recommendations for Updates                                                                         |                |    |                                 |
| <b>FY 14/15</b><br>1. Acceptable – 9%. 1 UMW is vacant, 11 staff positions.<br>Recommendation #1: Advertising for the UMI position. |                |    |                                 |

|                                                                                   |              |
|-----------------------------------------------------------------------------------|--------------|
| <b>Signature of Responsible Person: (sign when complete)</b>                      | <b>Date:</b> |
|  | 1/5/16       |

| <b>Goal:</b>                                                          |                                                                                                   | <b>Maintain Up-to-date Standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |                   |                  |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------|
| <b>Responsible Person (RP):</b><br>Principal Utilities Civil Engineer |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                   |                  |
| <b>Description of Performance Indicator(s) (PIs):</b>                 |                                                                                                   | <p>The PIs listed below quantify the efforts to keep the City Standards current with regards to design and construction of the collection system. This effort involves keeping a list of recommended updates to the standards, which is reviewed by all parties with responsibility over the sewer collection system and updated on a consistent basis.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The frequency with which the list of required/requested updates to the standards is maintained and discussed with O&amp;M, Engineering, Environmental Compliance and Management.</i><br/> <b>Data Collection Method:</b> Keep track manually. Current list of updates, and meeting notes from past meetings should be available.</li> <li><i>The frequency with which the standards are revised to incorporate the list of required/requested updates.</i><br/> <b>Data Collection Method:</b> Keep track manually. A file of completed updates and/or new design standards specific to the sewer collection system should be kept.</li> </ol> |                   |                   |                  |
|                                                                       | <b>Performance Indicators</b>                                                                     | <b>Rating</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                   |                   |                  |
|                                                                       |                                                                                                   | <b>Below Goal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Acceptable</b> | <b>Good</b>       | <b>Excellent</b> |
| 1                                                                     | Time since last meeting to discuss list of design standard updates based on sewer-specific issues | > 2 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1-2 years         | 6 months – 1 year | < 6 months       |
| 2                                                                     | Time since last actual update to design standards based on sewer-specific issues                  | > 5 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2-5 years         | 1-2 years         | < 1 year         |

| Periodic Performance Tracking                                                                                                                                                                                                                                       |                |   |   |                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---|---|------------------------------------------------------------------------------------------------------|
| Date                                                                                                                                                                                                                                                                | Measured Value |   |   | Performance Assessment Comments                                                                      |
| 1 <sup>st</sup> Qtr                                                                                                                                                                                                                                                 | Goal           | 1 | 2 |                                                                                                      |
|                                                                                                                                                                                                                                                                     | Value          | - | - |                                                                                                      |
| 2 <sup>nd</sup> Qtr                                                                                                                                                                                                                                                 | Goal           | 1 | 2 | 2. Last time Sewer standards were update, Addendum #1 11/2010, available on-line.                    |
|                                                                                                                                                                                                                                                                     | Value          | - | - |                                                                                                      |
| 3 <sup>rd</sup> Qtr                                                                                                                                                                                                                                                 | Goal           | 1 | 2 |                                                                                                      |
|                                                                                                                                                                                                                                                                     | Value          | - | - |                                                                                                      |
| 4 <sup>th</sup> Qtr                                                                                                                                                                                                                                                 | Goal           | 1 | 2 | 1. Standards update is discussed at weekly O&M and UE staff meeting and via email during May – June. |
|                                                                                                                                                                                                                                                                     | Value          | - | - |                                                                                                      |
| Annual Performance Assessment / Recommendations for Updates                                                                                                                                                                                                         |                |   |   |                                                                                                      |
| <p><b>FY 14/15 Ratings</b></p> <p>1. <b>Excellent</b> – The design standards were reviewed by staff during summer of 2015.</p> <p>2. <b>Acceptable</b> – Standards were updated within 5 years.</p> <p>Recommendation #1: None.</p> <p>Recommendation #2: None.</p> |                |   |   |                                                                                                      |

|                                                                                     |              |
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| <b>Signature of Responsible Person: (sign when complete)</b>                        | <b>Date:</b> |
|  | 1/26/16      |

| <b>Goal:</b>                                          |                                           | <b>Staff Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |           |           |
|-------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-----------|
| <b>Responsible Person (RP):</b>                       |                                           | Wastewater Systems Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |           |           |
| <b>Description of Performance Indicator(s) (PIs):</b> |                                           | <p>The PIs listed below quantify the effort required to ensure that regular training takes place.</p> <p><b>PIs and Data Collection Methods:</b></p> <ol style="list-style-type: none"> <li><i>The frequency with which tabletop / tailgate training meetings are conducted by the O&amp;M staff.</i><br/> <b>Data Collection Method:</b> Keep track manually of tabletop / tailgate meetings completed year-to-date, and calculate the average frequency of the trainings during that same time period.</li> <li><i>The frequency with which field / equipment training exercises are conducted by the O&amp;M staff.</i><br/> <b>Data Collection Method:</b> Keep track manually of field / equipment training exercise training completed year-to-date, and calculate the average frequency of the trainings during that same time period.</li> <li><i>The frequency with which field, equipment or tabletop / tailgate training is conducted that includes training on SSO response procedures outlined in the OERP.</i><br/> <b>Data Collection Method:</b> Keep track manually of all tabletop, tailgate, field, or equipment trainings that involve SSO response that have been completed year-to-date, and calculate the average frequency of trainings during that same time period.</li> </ol> |            |           |           |
|                                                       | Performance Indicators                    | Rating                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |           |           |
|                                                       |                                           | Below Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Acceptable | Good      | Excellent |
| 1                                                     | Frequency of tabletop / tailgate training | <Biweekly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Biweekly   | Weekly    | >Weekly   |
| 2                                                     | Frequency of field / equipment training   | <Quarterly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quarterly  | Bimonthly | Monthly   |
| 3                                                     | Frequency of SSO response training        | <Quarterly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quarterly  | Bimonthly | Monthly   |

| Periodic Performance Tracking |                |    |   |                                 |                                                         |
|-------------------------------|----------------|----|---|---------------------------------|---------------------------------------------------------|
| Date                          | Measured Value |    |   | Performance Assessment Comments |                                                         |
| 1 <sup>st</sup> Qtr           | Goal           | 1  | 2 | 3                               | 1. 11 total. Average of 4 tabletop/tailgates per month. |
|                               | Value          | 11 | 3 | 1                               | 2. 4 total.<br>3. 1 total.                              |
| 2 <sup>nd</sup> Qtr           | Goal           | 1  | 2 | 3                               | 1. 9 total. Average of 3 tabletop/tailgates per month.  |
|                               | Value          | 9  | 4 | 2                               | 2. 4 total.<br>3. 2 total.                              |
| 3 <sup>rd</sup> Qtr           | Goal           | 1  | 2 | 3                               | 1. 12 total. Average of 4 tabletop/tailgates per month. |
|                               | Value          | 12 | 3 | 2                               | 2. 3 total.<br>3. 2 total.                              |
| 4 <sup>th</sup> Qtr           | Goal           | 1  | 2 | 3                               | 1. 15 total. Average of 4 tabletop/tailgates per month. |
|                               | Value          | 12 | 3 | 3                               | 2. 4 total.<br>3. 3 total.                              |

#### Annual Performance Assessment / Recommendations for Updates

##### FY 14/15 Ratings:

1. **Good** – Weekly tailgate meetings. Approximately 4 a month based on work orders and the 2014, 2015 Utility Safety Meeting Schedule. No tailgate meetings were held in November.
2. **Good** – Monthly field/equipment training. Approximately once a month based on work orders and the 2014, 2015 Utility Safety Meeting Schedule. Performed training on Lateral Camera, Rodding Machine, and other operations.
3. **Good** – Approximately bi-monthly. O&M working to have monthly training for SSOs. 1/30/15 SSO training canceled due to SSO at the end of the day.

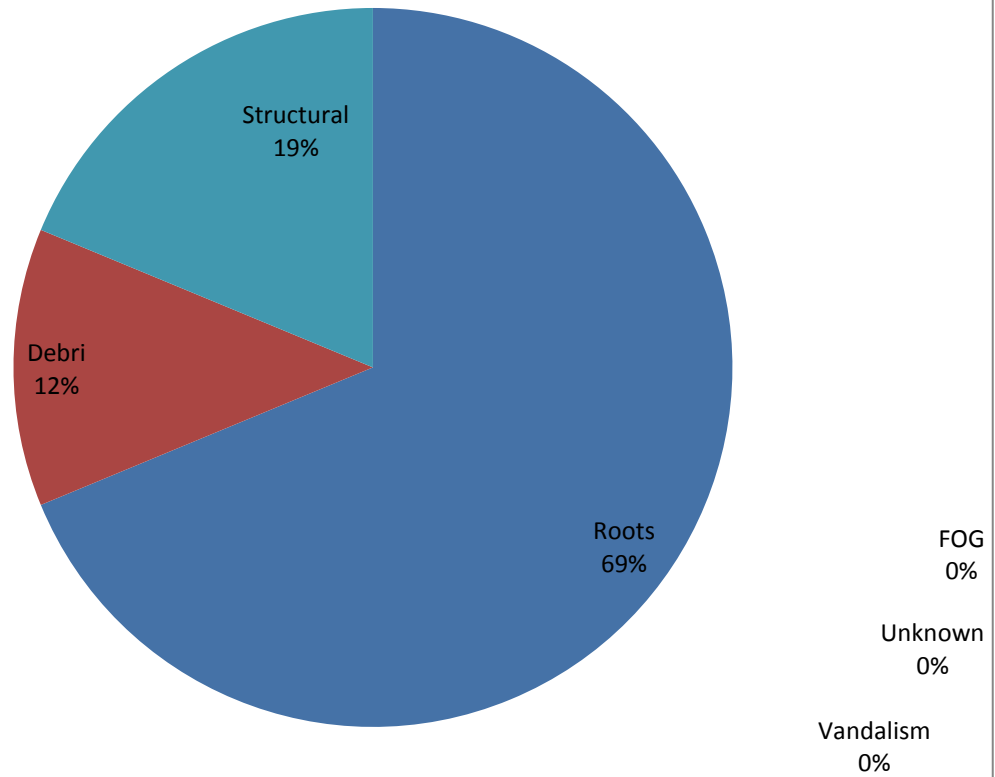
Recommendation #1: None.

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

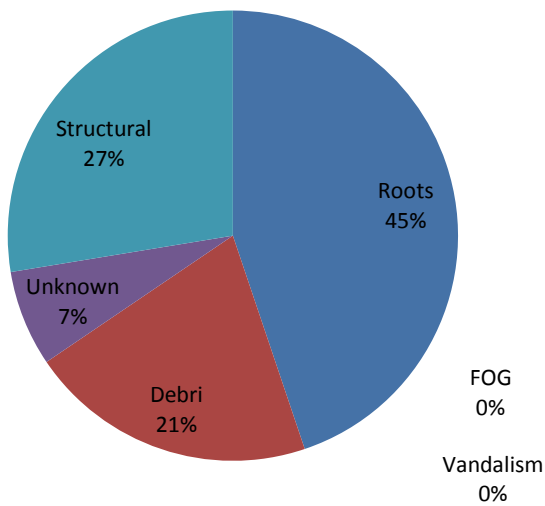
Recommendation #3: Change WO descriptions to include SSO response training.

| Signature of Responsible Person: (sign when complete)                               | Date:  |
|-------------------------------------------------------------------------------------|--------|
|  | 1/5/16 |

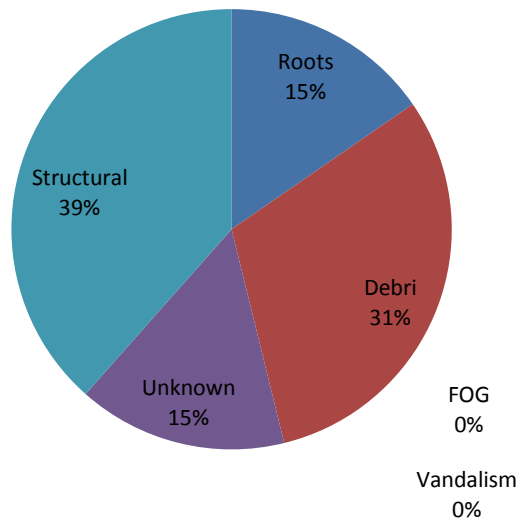
## City's SSO Causes FY 15-16



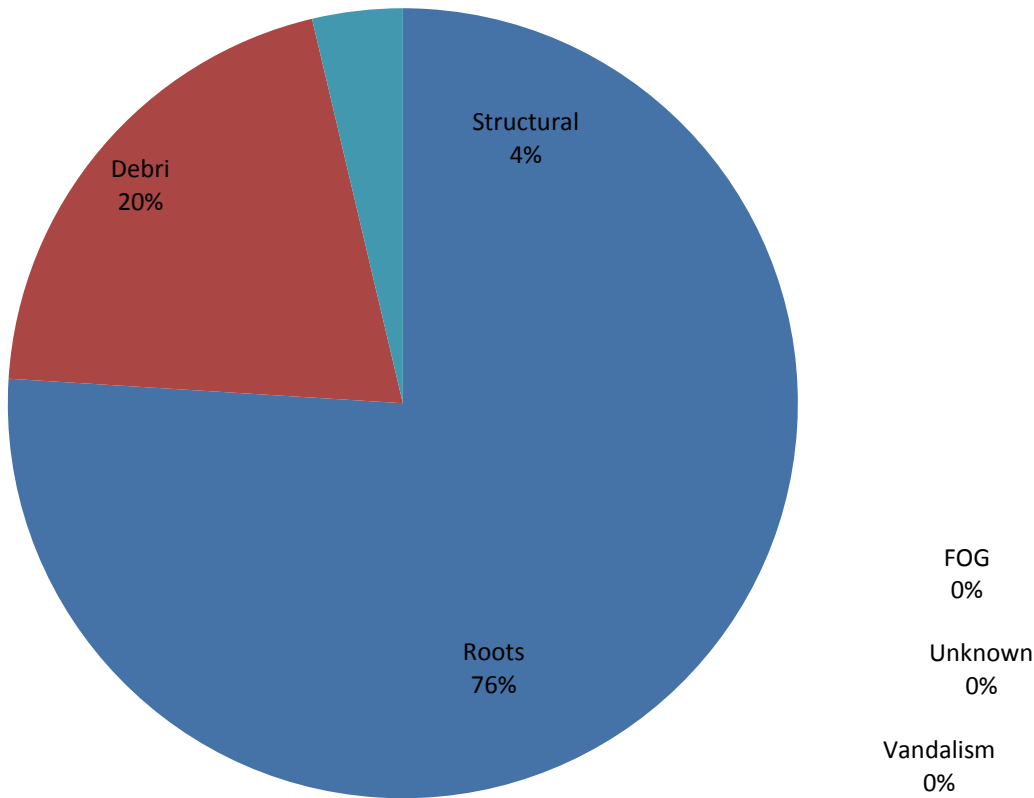
### Total SSO Causes FY 15-16



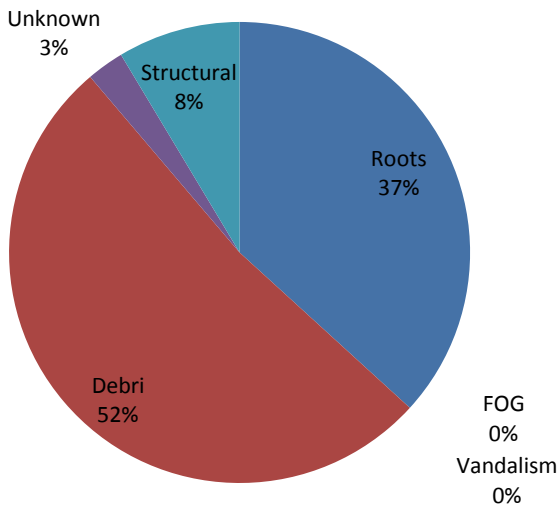
### Private's SSO Causes FY 15-16



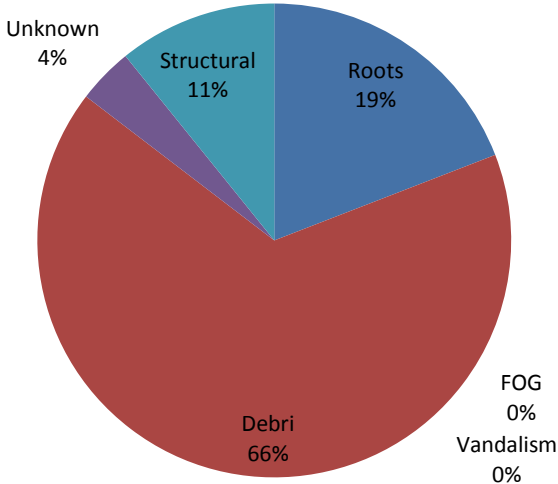
City's Spill Volume FY 15-16



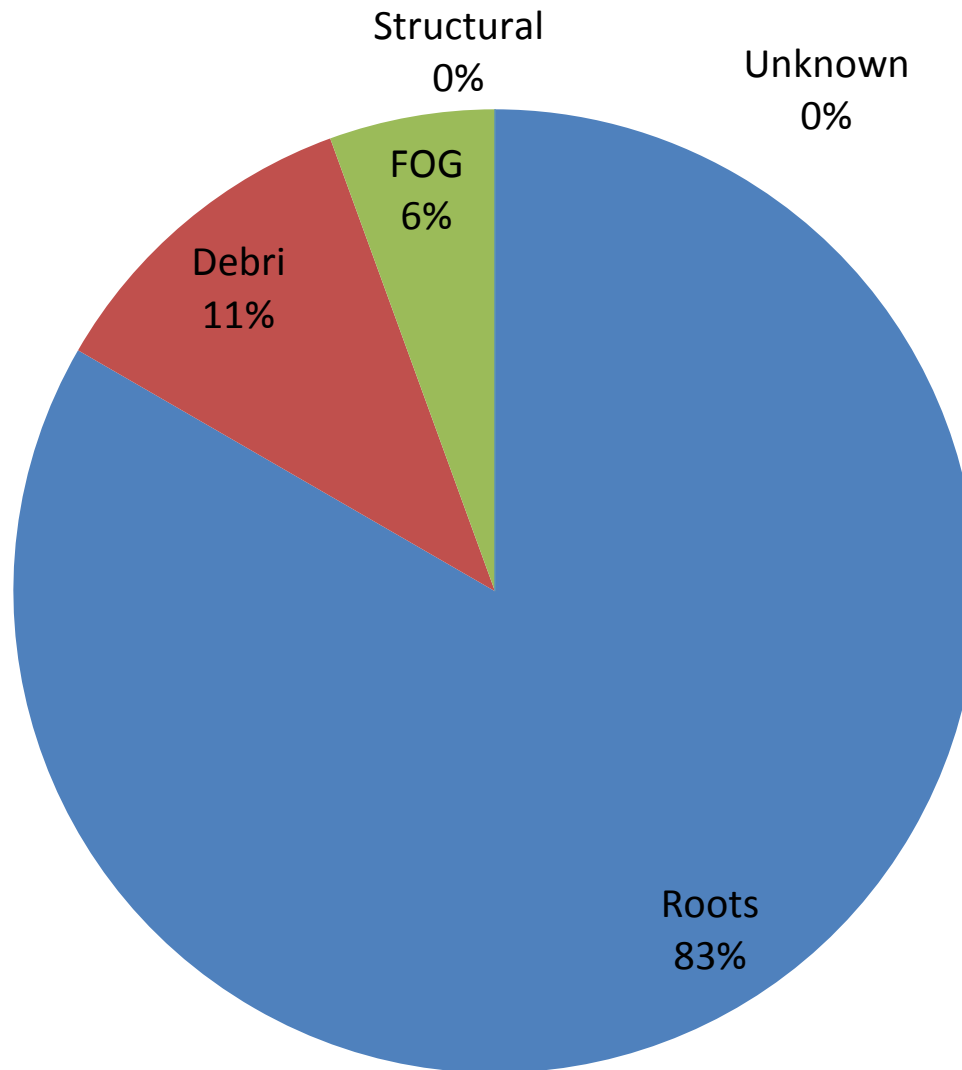
Total Spill Volume FY 15-16



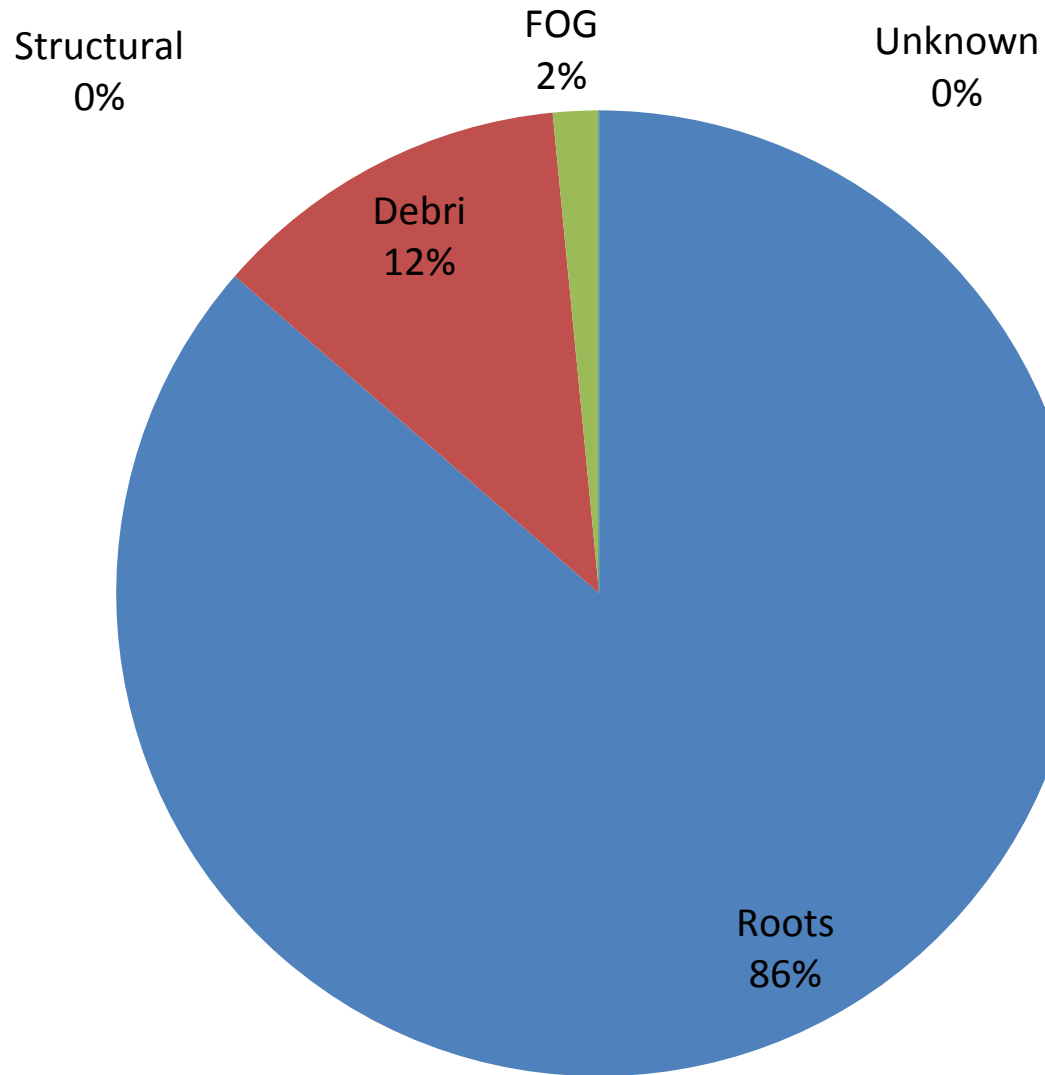
Private's Spill Volume FY 15-16



## City's SSO Causes FY 14-15



## City's Spill Volume FY 14-15



# City of Woodland Sewer System Management Plan Change Log

| <b>Date</b> | <b>SSMP Element/Section</b> | <b>Description of Change/Revision Made</b>                                                                                                                                                     | <b>Change Authorized By</b> |
|-------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 8/9/2016    | SSMP Audit                  | Revised PI to provide for bi-annual presentations to council instead of annual presentations. Rating for giving bi-annual presentation changed to "Good" instead of "Acceptable."              | Tim Busch                   |
| 8/9/2016    | CCTV                        | Revised PI#4 – changed "% of CCTV surveys passing quality control check" to "% of CCTV surveys with a 4 or a 5 structural grading." Adjusted range accordingly.                                | Tim Busch                   |
| 8/9/2016    | CCTV                        | Revised ratings of PI#3 to allow for the average of the past three years to qualify as "Good." Previous range: <1500 / 1500-1750 / 1750-2000 / >2000. 3 yr average: 1584 feet / 16 work hours. | Alex Truitt                 |
| 8/9/2016    | Employee Recognition        | Removed awards distribution to Engineering and Management staff.                                                                                                                               | Sue Parker                  |
| 8/9/2016    | FOG Control Program         | Changed PI#2 (Frequency of PPP Permit Inspections) to reflect % of inspections completed per quarter to match current data collection practices.                                               | Mark Severeid               |
| 8/9/2016    | FOG Control Program         | Changes rating of PI#3 to account for meaning of "public education outreach events." Good determined as average of the past three years: 301.                                                  | Mark Severeid               |
| 8/9/2016    | O&M Budgeting               | Changed ratings of PI#2 to reflect % of budget used.                                                                                                                                           | Johanna Currie              |
| 8/9/2016    | R&R Funding                 | Changed ratings of PI#2: a budget consistent with needs is now the basis for a "Good" rating and not an "Acceptable" rating.                                                                   | Johanna Currie              |
| 8/9/2016    | Root Treatment              | Change ratings of PI#1 and #2 to be consistent (amount per year is four times the amount per quarter) and to reflect the average of the past two years: 11,400 ft treated per year.            | Alex Truitt                 |
| 8/9/2016    | SSO Mitigation              | Since the city has no steep areas of over a 5% slope, PI#2 was removed.                                                                                                                        | Alex Truitt                 |
| 8/9/2016    | SSO Mitigation              | PI#3 (renumbered as PI#2) revised to include only times when CCTV is conducted                                                                                                                 | Alex Truitt                 |
| 8/9/2016    | SSO Mitigation              | PI#4 removed (% complete on-line reporting for category 3 spills) according to standard practice and replaced with "% of SSO Events followed with CCTV inspection"                             | Alex Truitt                 |
| 8/9/2016    | SSO Prevention              | PI#3 changed to reflect new SSO spreadsheet capabilities to find all repeat SSOs.                                                                                                              | Alex Truitt                 |
| 8/9/2016    | SSO Prevention              | PI#4 added to reflect efforts in mitigating repeat SSOs                                                                                                                                        | Alex Truitt                 |
| 8/9/2016    | R&R Program                 | Adjusted rating scale for PI#3. Expectations lowered by 10% across the board. (ie; >80% changed to >70%)                                                                                       | Tim Busch                   |
| 8/9/2016    | R&R Program                 | Revised PI#1 to limit evaluation of CCTV to those assets with a risk rating of 4 or 5.                                                                                                         | Tim Busch                   |
| 8/11/2016   | Mapping                     | Revised PI#2 to account for changes in staffing, data availability, and available technology. Up-to-date maps require that R&R sites are GPS'd during construction.                            | Daniel Hewitt               |
| 8/11/2016   | Mapping                     | Revised PI#3 to account for changes in staffing, data availability, and available technology. Up-to-date maps require new development sites to be GPS'd during construction.                   | Daniel Hewitt               |

## Legislation Text

2.

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File #: 16-743, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Increase in Original Costs and Lease Purchase of a Hybrid High-Reach Truck for Urban Forestry

**Recommendation for Action:** Staff recommends that the City Council:

- (1) Approve Resolution No. \_\_\_\_\_, Authorizing a \$10,542.00 increase to the original purchasing price of a Hybrid High-Reach Truck for Urban Forestry; and
- (2) Authorize the lease purchase of the Hybrid High-Reach Truck from Umpqua Bank for a total amount of \$225,005.76 over a 7-year term.

**Staff Contact**

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

**Council Goal**

Maintain City Infrastructure - Ensure appropriate resources in support of City operations.

Fiscal Responsibility - Save approximately \$339,000 over 15 years by downsizing vehicles

**Fiscal Impact**

The lease will cost \$32,143.68 per year for seven years. In addition to the lease costs, Staff assumes the ongoing operations and maintenance costs to be approximately \$4,000 for the first year, with a 3% inflation increase per year thereafter. The General Fund Parks will pay 48% of these costs while Lighting and Landscaping (L&L) funds will pay the remaining 52%.

This purchase will involve downsizing from three trucks to one, resulting in a cost savings of approximately \$338,000 over 15 years. General Fund Parks and the L&L's are currently paying a total \$27,226.00 this fiscal year (Variable and Fixed rates combined) for three trucks: #528, #604 and #662. However, trucks #528 and #662 have no reserves because they were leased and their leases have been paid off for a number of years. Staff included the estimated lease costs in the attached analysis for when they do get replaced, and this makes downsizing from three trucks to one an ideal scenario.

Staff would lease to own the new truck while applying a \$58,000 down payment from the Vehicle Replacement Reserves towards the total purchase cost of the truck. The down payment consists of \$43,000 that was already budgeted in FY15/16 to replace this truck and \$15,000 that was transferred over from the energy fund to offset costs for some of the hybrid aspects of the vehicle. Staff also anticipates receiving approximately \$47,000 of

auction proceeds from the three older trucks; some of the proceeds can be used to cover deficit balances in Fiscal Years 18 and 19 while the remaining funds will be applied towards the new truck's allocation number as seed money for its replacement in Fiscal Year 33.

### **Background**

Staff already obtained authorization from the City Council to purchase the truck in April 2016; at that time, Staff's plan was to purchase the truck outright. As Staff went further into the purchasing process, the vendor conducted a review of the build-up with staff to make sure they were building the truck according to our requirements. During that meeting, Staff found additional items that needed to be added to the order that would result in an additional \$10,542.

Staff placed the order on hold until we obtain Council approval for the additional costs. Staff added the extra costs to the original funding plan and found that it would no longer be viable to purchase the truck outright using reserves, and it would be more cost beneficial to purchase the truck under a lease. Staff pursued competitive bids for lease quotes and received three proposals from different financial institutions. Umpqua Bank offered the lowest qualified bid at \$32,143.68 per year for 7 years, for a total amount of \$225,005.76. This price includes the \$10,542.00 cost increase for the additional build-up costs.

### **Discussion**

The new hybrid truck will be purchased from Altec Industries under the National Joint Powers Alliance (NJPA) contract #031014-ALT and leased from Umpqua Bank. Unfortunately, there are no dealerships in Woodland that sell this unique type of truck. Altec Industries specializes in producing trucks made for high reach operations in a cost efficient manner, which is why they were awarded the NJPA contract.

If approved, it will take approximately until mid-May before the truck is delivered after the order has been placed. Once the new truck arrives, Fleet Services will need about two weeks to 'in-process' the truck before it is released to their respective programs for use. The older vehicles will be turned in for auction once the new vehicles are fully operational. The first \$32,143.68 lease payment will be due in Fiscal Year 2017/2018. The City will be the titled owner throughout the term of the lease.

### **Conclusion**

Staff recommends that the City Council approve Resolution No. \_\_\_\_\_, Authorizing a \$10,542.00 increase to the original purchasing price of a Hybrid High-Reach Truck for Urban Forestry; and (2) authorize the lease purchase of the Hybrid High-Reach Truck from Umpqua Bank for a total amount of \$225,005.76 over a 7-year term.

Prepared by: Troy Thompson, Fleet & Facilities Manager

Reviewed by: Gregor G. Meyer, Public Works Director



Paul Navazio, City Manager

Attachments: Altec Industries Additional Build-Up Proposal  
Umpqua Bank Lease Quote  
Trees Truck Analysis  
Resolution



## Customer Decision Sheet

|                             |                  |                      |           |
|-----------------------------|------------------|----------------------|-----------|
| <b>Customer:</b>            | City of Woodland | <b># of Changes:</b> | <b>4</b>  |
| <b>Run Number:</b>          | 1027461          | <b>Request Date:</b> | 7/28/2016 |
| <b>Unit Model:</b>          | LR760-E70        |                      |           |
| <b>Account Manager</b>      | Don Hildebrandt  |                      |           |
| <b>Technical Sales Rep:</b> | Rhawnie Kraak    |                      |           |

**Lead Time Notes:**

|   | Removed Parts  | Price Change |
|---|----------------|--------------|
| 1 | Not Applicable | \$0          |
| 2 |                | \$0          |
| 3 |                | \$0          |

|   | Added Parts                                                                                        | Price Change |
|---|----------------------------------------------------------------------------------------------------|--------------|
| 1 | Chainsaw Box - Beneath Access Deck                                                                 | \$771        |
| 2 | Climbing Gear Box - Streetside, Beneath Body, Forward of Rear Tire                                 | \$600        |
| 3 | Climbing Gear Box - Curbside, Beneath Body, Forward of Rear Tire                                   | \$600        |
| 4 | Modify Predesigned Dump Body to a Custom Body with three (3) Compartments Accessible from Curbside | \$8,571      |
| 5 |                                                                                                    | \$0          |
| 6 |                                                                                                    | \$0          |

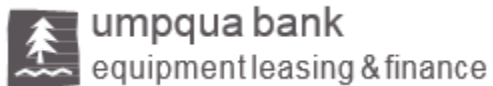
|   | Relocated Parts | Price Change |
|---|-----------------|--------------|
| 1 | Not Applicable  | \$0          |
| 2 |                 | \$0          |
| 3 |                 | \$0          |

**Additional Comments:**

Please add 4 weeks to the promised delivery date for engineering time. Delivery would then be 4/6/17.

**Total Change in Price:** **\$10,542**

*Once you have decided to proceed or not proceed with any or all of the proposed revisions listed above, please inform your Altec account manager as soon as possible to minimize any delays to your truck's completion.*



October 12, 2016

Troy see pricing below.

#### Today's Rates

Rate will float with Like term swaps and fix at the time of funding.

#### \$1.00 Buyout Lease

Amount to finance \$195,527.31

Term 60 mos

Monthly payment \$3,592.56

Term 72 mos

Monthly payment \$3,058.40

Term 84 mos

Monthly payment \$2,678.64

#### Brian Hildebrandt

Vice President

T: 925.949.2865 / M: 925-323-4854

1333 N California Blvd, Ste 370, Walnut Creek, CA 94596

[brianhildebrandt@umpquabank.com](mailto:brianhildebrandt@umpquabank.com)



**SCENARIO A - Retain all 3 Trucks as Scheduled**

| Year | 528 Lease | 528 Var  | 604 Fixed | 604 Var | 662 Lease | 662 Var | Total     |
|------|-----------|----------|-----------|---------|-----------|---------|-----------|
| FY18 | \$0       | \$11,780 | \$3,811   | \$8,090 | \$0       | \$3,545 | \$27,226  |
| FY19 | \$12,675  | \$7,500  | \$3,811   | \$8,333 | \$0       | \$3,651 | \$35,970  |
| FY20 | \$12,675  | \$7,725  | \$3,811   | \$8,583 | \$0       | \$3,761 | \$36,555  |
| FY21 | \$12,675  | \$7,957  | \$3,811   | \$8,840 | \$0       | \$3,874 | \$37,157  |
| FY22 | \$12,675  | \$8,195  | \$3,811   | \$9,105 | \$28,000  | \$2,400 | \$64,187  |
| FY23 | \$12,675  | \$8,441  | \$3,811   | \$9,379 | \$28,000  | \$2,472 | \$64,778  |
| FY24 | \$12,675  | \$8,695  | \$4,670   | \$5,000 | \$28,000  | \$2,546 | \$61,586  |
| FY25 | \$12,675  | \$8,955  | \$4,670   | \$5,150 | \$28,000  | \$2,623 | \$62,073  |
| FY26 | \$0       | \$9,224  | \$4,670   | \$5,305 | \$28,000  | \$2,701 | \$49,900  |
| FY27 | \$0       | \$9,501  | \$4,670   | \$5,464 | \$28,000  | \$2,782 | \$50,417  |
| FY28 | \$0       | \$9,786  | \$4,670   | \$5,628 | \$28,000  | \$2,866 | \$50,949  |
| FY29 | \$0       | \$10,079 | \$4,670   | \$5,796 | \$0       | \$2,952 | \$23,497  |
| FY30 | \$0       | \$10,382 | \$4,670   | \$5,970 | \$0       | \$3,040 | \$24,062  |
| FY31 | \$0       | \$10,693 | \$4,670   | \$6,149 | \$0       | \$3,131 | \$24,644  |
| FY32 | \$0       | \$11,014 | \$4,670   | \$6,334 | \$0       | \$3,225 | \$25,243  |
|      |           |          |           |         |           |         | \$638,243 |

**SCENARIO B - Reduce from 3 Trucks to 1 Hybrid Truck on an 84-Month Lease**

| Year | #856 Lease | #856 Var | Total     | Scenario A - Scenario B |
|------|------------|----------|-----------|-------------------------|
| FY18 | \$32,144   | \$4,000  | \$36,144  | -\$8,918                |
| FY19 | \$32,144   | \$4,120  | \$36,264  | -\$294                  |
| FY20 | \$32,144   | \$4,244  | \$36,387  | \$167                   |
| FY21 | \$32,144   | \$4,371  | \$36,515  | \$642                   |
| FY22 | \$32,144   | \$4,502  | \$36,646  | \$27,541                |
| FY23 | \$32,144   | \$4,637  | \$36,781  | \$27,997                |
| FY24 | \$32,144   | \$4,776  | \$36,920  | \$24,666                |
| FY25 |            | \$4,919  | \$4,919   | \$57,153                |
| FY26 |            | \$5,067  | \$5,067   | \$44,833                |
| FY27 |            | \$5,219  | \$5,219   | \$45,198                |
| FY28 |            | \$5,376  | \$5,376   | \$45,573                |
| FY29 |            | \$5,537  | \$5,537   | \$17,961                |
| FY30 |            | \$5,703  | \$5,703   | \$18,359                |
| FY31 |            | \$5,874  | \$5,874   | \$18,770                |
| FY32 |            | \$6,050  | \$6,050   | \$19,193                |
|      |            |          | \$299,401 | \$338,842               |

FY18-21 Deficit Total = \$9,211  
 - Can be funded from the resale of Trucks #528, #604 and #662

**Budget Codes Funding the Trees Truck:**

|     |              |     |
|-----|--------------|-----|
| 528 | 101-083-7833 | 48% |
|     | 381-083-7837 | 17% |
|     | 389-083-7416 | 35% |
|     |              |     |
| 604 | 101-083-7833 | 48% |
|     | 381-083-7837 | 17% |
|     | 389-083-7416 | 35% |

|     |              |     |
|-----|--------------|-----|
| 662 | 101-083-7833 | 48% |
|     | 381-083-7837 | 17% |
|     | 389-083-7416 | 35% |

Scheduled Replacements:

#528 - FY19

#662 - FY22

#604 - FY24

| Hybrid Lease Options      |                      |
|---------------------------|----------------------|
| \$195,527 Amount Financed |                      |
| Term                      | \$1 Out Annual Lease |
| 60                        | \$43,111             |
| 72                        | \$36,701             |
| 84                        | \$32,144             |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVING  
AN INCREASE TO THE ORIGINAL COST AND LEASE PURCHASE OF A HYBRID HIGH-  
REACH TRUCK FOR URBAN FORESTRY**

**WHEREAS**, the City of Woodland staff wishes to enter into a lease agreement with Umpqua Bank towards the purchase of a Hybrid High-Reach Truck for Urban Forestry in the amount of \$32,143.68 per year for seven years beginning in FY2017/2018 for a total amount of \$225,005.76;

**WHEREAS**, the City Council acknowledges that this purchase will be a reduction from three trucks to one truck, resulting in an approximate savings of \$338,000 over 15 years to General Fund Parks and L&L funds;

**WHEREAS**, the City Council acknowledges that the purchase of the Hybrid High-Reach truck itself was already authorized by the Council in April 2016;

**WHEREAS**, the City Council acknowledges that since April 2016, staff met with the manufacturer and identified an additional \$10,542.00 in build-up costs that were not part of the original proposal;

**WHEREAS**, the City Council acknowledges that staff changed funding strategy from an outright purchase using the Vehicle Replacement Reserves to leasing the truck with a \$58,000 down payment;

**WHEREAS**, the City of Woodland staff solicited competitive bids for lease quotes from three different financial institutions;

**WHEREAS**, the City of Woodland staff recommends awarding the lease to Umpqua Bank due to this institution being the lowest qualified bidder;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:** hereby authorizes a \$10,542.00 increase to the original purchasing price of a Hybrid High-Reach Truck for Urban Forestry, and authorizes the lease purchase of the Hybrid High-Reach Truck from Umpqua Bank for a total amount of \$225,005.76 over a 7-year term.

**PASSED AND ADOPTED** by the City Council on this 18<sup>th</sup> day of October 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim Hilliard, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Kara K. Ueda, City Attorney

**ATTEST:**

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Ana Gonzalez, City Clerk



## Legislation Text

3.

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File #: 16-759, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Revisions to Selected Job Descriptions, and Approval New Salary Range for  
Library Services Director

Recommendation for Action: Staff recommends that the City Council adopt revisions to the following job descriptions:

- a. Library Services Director;
- b. Deputy Director of Community Development;
- c. Deputy Director of Public Works, Utilities;
- d. Deputy Director of Public Works, Operations & Maintenance; and
- e. Approve new salary range for Library Services Director

**Report in Brief**

The Library Services Director job description has not been updated for some time and the revisions to the description includes ADA language and tasks which better reflect the actual duties. The other three Deputy job descriptions, Deputy Director of Community Development, Deputy Director of Public Works, Utilities, and Deputy Director of Public Works, Operations & Maintenance, includes language to provide clarify minimum qualifications for these positions.

**Fiscal Impact**

Library Services Director: The salary range has not been updated for several years. During this same time, employees who report to this position have received COLAs. The Library Board is in responsible for the Library Services Director's compensation and benefits package. Any recommended salary increase will have to be absorbed into the Fiscal year 16.17 budget.

Approving the proposed changes to the three Deputy positions, Deputy Director of Community Services, Deputy Director of Public Works, Utilities, and Deputy Director of Operations and Maintenance will not result in any fiscal changes.

**Discussion**

Library Services Director. Staff has reviewed the job description and has made minor changes to the position. The Library Board of Trustees has reviewed and approved the changes to the job descriptions. Staff recommends that the salary range for this position be increased to: \$7,277.97 to \$9,343.03.

Staff recommends the addition of a general statement that allows the Departments a degree of latitude with applicants that are deemed to possess the required Knowledge, Skills and Abilities, but may not have all the Educational requirements or licensure.

### **Conclusion**

Adopt the revisions to the job description Library Services Director, and approve the new salary range Library Services Director.

Prepared by: Sheila McShane  
Human Resources Manager



Paul Navazio  
City Manager

Attachment: Library Services Director  
Deputy Director of Community Development  
Deputy Director of Public Works - Utilities  
Deputy Director of Public Works, Operations & Maintenance



## **LIBRARY SERVICES DIRECTOR**

### **DEFINITION**

To plan, organize, and direct the operations and activities of the City's library system.

### **SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the Library Board of Trustees. Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned staff.

### **EXAMPLES OF DUTIES**

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

#### **ESSENTIAL JOB FUNCTIONS:**

Plan, organize, and direct the operations and activities of the City's library system.

Develop and coordinate programs of service to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials.

Attend meetings of and prepare reports for the Library Board of Trustees and provide technical and professional advice and recommendations related to levels of service and other library-related matters.

Prepare and direct the preparation of various statistical reports to the City Council and state and federal reports; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other library related matters; direct preparation of relevant reports and research.

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

In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present in order to supervise and communicate essential information to other employees, as well as to satisfy shifting public service needs and business concerns.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Represent the Library before the City Council, the community and at professional meetings as requested. Serve as Acting City Manager as assigned. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of organization, administration, budgeting and personnel management, including principles and practices of library science, automation and collection. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Library classification, circulation, distributing, cataloging and reference techniques and practices; automated library systems and data bases. Operation and programs of a personal computer.

### **Skill to:**

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Delegate responsibility; schedule and program work on a long-term basis. Communicate clearly and concisely, both orally and in writing. Efficiently operate a personal computer. Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Ability to:**

Develop and implement library services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines. Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press. Analyze a variety of administrative and organizational problems and make sound policy and procedure interpretations and recommendations. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

### **Education and Experience:**

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

**Education:**

Possession of a Master's of Library Science Degree from an accredited college or university is required in addition to a Bachelor's Degree with major course work in library services or related field;

**Experience:**

Five years of increasingly responsible experience in professional public library administration, including at least three years of responsible administrative/management experience.

**ADA COMPLIANCE**

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

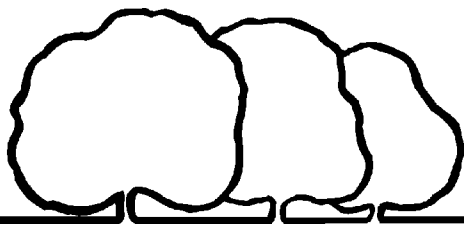
**Heavy Work:** Exerting in excess of 20 pounds of force occasionally.

**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: September 20, 2016



## **DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT**

### **DEFINITION**

To plan, organize, and assist in the management and leadership of the Community Development Department.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Director of Community Development or designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLE OF DUTIES**

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

### **ESSENTIAL JOB FUNCTIONS**

- Plan, organize and direct one or more Divisions of the Community Development Department to achieve respective division goals.
- Be involved in the City's strategic planning of the Department to ensure the priorities and goals of the City are met.
- Evaluate and maintain quality control over staff assignments, review progress and direct changes as needed.
- Provide effective direction, control, and management over key planning, business license, building permit and inspection, and engineering functions.
- Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.
- Determine priorities and work sequences necessary to achieve objectives and assign personnel in accordance with priority and need.
- Coordinate department activities with other departments and agencies as needed.
- Supervise and direct consultants preparing special studies or plans.
- Provide technical expertise, information and assistance to department staff, other departments, the Planning Commission and City Council, other boards and commissions, and the general public as needed.
- Assist in the preparation of the Community Development Department annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, prepare and direct major department purchases.

- Attend and conduct a variety of meetings as assigned; serve on assigned committees; prepare and deliver oral presentations and recommendations to the City Council, commissions, committees, and government boards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to manage projects and department functions that impact the public's health and safety.

#### **OTHER JOB FUNCTIONS:**

- Conduct public meetings and workshops to receive input on public and private projects.
- As assigned, oversee the preparation of updates to the City's General Plan, Specific Plans, Zoning Ordinance, Community Design Standards, Climate Action Plan, Major Projects Financing Plan, and Capital Improvement Program.
- Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Oversee and ensure proper review of all private development proposals including specific plans, infrastructure financing plans, subdivision and parcel maps, improvement plans, conditional use permits, design reviews, and building permits.
- Prepare and direct the preparation of various reports to City Council, Commissions, and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness.
- Represent the Department to public and other organizations and participate in outside activities that will further the City's objectives.
- Supervise, train, mentor and evaluate assigned staff.
- Serve as Acting Community Development Director as assigned.
- Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Urban design, land use and transportation planning, sustainability, and environmental law practices and implementation procedures.
- Land planning including subdivision laws.
- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in land use planning, transportation, environmental sustainability, and municipal public works.
- Contract preparations and administration.
- Budget preparation and management.
- Principles and practices of administration, supervision and training. City government organization structure, operations and policies.

- Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

**Skill to:**

- Plan, coordinate and prioritize a variety of planning, building permitting and engineering projects.
- Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to private development and public works construction projects.
- Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives.
- Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing.

**Ability to:**

- Train, mentor and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Maintain a variety of reports and files related to assigned activities.
- Operate a computer and assigned software.

**Minimum Education and Experience:**

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

**Education:**

Bachelor's degree from an accredited college or university in urban planning, civil engineering, architecture, geography, public administration or related field.

**Experience:**

Five years of increasingly responsible public or private sector planning, urban design, redevelopment, building, or engineering experience, including at least two years of significant supervisory responsibilities.

Bilingual experience is a plus.

**License or Certificate:**

Possession of a valid California Driver's License required upon hire. Possession of a valid certification as a member of the American Institute of Certified Planners preferred.

## **ADA COMPLIANCE**

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

**Heavy Work:** Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 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.

October 2016  
2016



## **DEFINITION**

Under direction of the Public Works Director develops and manages the staff and programs of the Water and Wastewater Divisions, field service programs, and related activities to provide highly responsible technical and staff assistance; to assist in the planning and designing of municipal construction and capital improvement projects and supervising their inspection. This includes the work of the following work groups within Public Works: Water Production, Distribution, and Maintenance, Recycled Water Distribution and Maintenance, Stormwater Collection and Maintenance, Sewer Collection and Maintenance, Treatment Plant Operations and Maintenance, Wastewater Treatment Laboratory, and Environmental Compliance.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Public Works or his designee. 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**

- Assists in the management of the Utilities Division; assumes responsibility for managing multiple work groups, and/or service areas of the Utilities Division
- Participates the planning, design, and construction of water, wastewater, stormwater, recycled water, and aquifer storage and recovery projects in order to maintain quality service levels.
- Participates in the development and implementation of an efficient Capital Improvement Program; recommends project budget requirements to adequately fund said program.
- Participates in the selection, negotiation and administration of consultant contracts to implement the Capital Improvement Program and other work as needed to maintain quality water, wastewater, stormwater, and recycled water systems.
- Oversees and administers the operations of assigned duties and programs in compliance with federal, state, and local guidelines, requirements, and regulations; provides oversight for translating new law into functional activity for compliance.

- Prepares the budget for areas of assignment. Forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees safety programs for assigned work groups; assists with action planning for safety programs; responds to workers' compensation issues.
- Provides responsible staff assistance to the Director of Public Works; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned utilities programs, policies, and procedures as appropriate.
- Develop and implement goals, objectives, policies, procedures, schedules and work standards for various operating work groups.
- Serves as the liaison for assigned work groups, and service areas of the Utilities Division to other divisions, departments, and outside agencies; participates in meetings with City staff, vendors, consultants, and regulatory agencies; negotiates and resolves sensitive and controversial issues.
- Manages and participates in the preparation and review of a variety of reports to regulatory agencies.
- Represents the City as the lead administrator of the National Pollutant Discharge Elimination Systems (NPDES) permit; as it relates to all aspects of the MS4 Stormwater permit.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of utilities.
- Oversees and participates in providing customer service to internal and external customers; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- 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.
- Review laboratories tests and analysis for completeness and a record of results are available for use and are within range.
- Respond to inquiries or concerns from citizens and other departments and agencies.
- Participate with tours and public presentations related to surface water, wastewater collection, stormwater system program or other Utility projects.
- Work with engineering, consultants and contractors with regard to system expansions and operations.

- Oversee and manage maintenance contracts for water, wastewater collection, stormwater, and recycled water operations.
- Plan and direct safety and training programs for the various water, wastewater, stormwater, and recycled water facilities.
- Insure compliance with applicable codes such as, California Environmental Quality Act (CEQA), City Contracts practices, etc.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services, and activities of assigned utilities program areas including maintenance and operation of surface water, wells, wastewater treatment plant, lift stations, pumping stations, and open space management as well as water, wastewater collection, stormwater, and recycled water field operations, functions, and program areas. Water and wastewater related engineering and construction, including, but not limited to treatment plants, lift stations, pump stations, pipelines, force mains, aquifer storage and recovery systems, and drainage systems.
- Engineering principles and practices as applied to water and sewer field and plant operations, including planning, design and construction, and operation and maintenance.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of project management, administration, and coordination.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of water systems or wastewater treatment plants and related systems and structures.
- Types and level of maintenance and repair activities generally performed in utilities operations.
- Understanding of the physical, microbiological, and chemical processes involved in water and wastewater treatment.
- Principles of hydraulics involved in the operation of distribution and collection systems.
- Principles and practices of backflow and cross-connection prevention.
- Sampling techniques and methods for bacteriological, chemical, and organic analysis.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Skill to:**

- Develop, interpret and implement Department policies.
- Manage, direct, coordinate, and evaluate the work of assigned personnel.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Mathematical principles.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Ability to:**

- Oversee and participate in the management of multiple work groups, and/or service areas within a comprehensive utilities division.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned areas of responsibility.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and take appropriate action to correct construction and functional fault in equipment, buildings, lines, and appurtenances of the plants and all assigned facilities.
- Learn and apply computer hardware and software, including SCADA systems, to enhance plant and field operation and maintenance.
- Oversee and participate in the compilation of data, maintenance of records and files, and the preparation of clear and concise administrative and financial reports.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ensure adherence to established safety rules, regulations and guidelines.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the Utilities Division during public contacts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work flexible hours to attend Council meetings, citizen groups, and other meetings/events/presentations/training/conferences as needed.

## **MINIMUM EDUCATION AND EXPERIENCE:**

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

### **Education:**

A Bachelor's degree from an accredited college or university with major course work in construction technology, chemistry, biology, engineering, environmental science, business or public administration, or a related field. (Experience in lieu of education may be considered.)

### **Experience:**

Six (6) years of increasingly responsible experience in water or wastewater utility administration including two (2) years of executive administrative and supervisory responsibility.

Bilingual experience is a plus.

### **License and Certificate:**

Required upon hire:

1. Possession of a valid California Driver's License.

One or more of the following are required upon hire

1. Possession of a current Grade V Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB).
2. Possession of a current Grade IV Water Treatment Operator Certificate issued by the State Water Resources Control Board (SWRCB). (A Grade V is desirable)
3. Possession of a Grade V Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board (SWRCB).

A Registered Engineer with the State of California is highly desirable.

## **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 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 10 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: October 2016



## **DEPUTY DIRECTOR OF PUBLIC WORKS, OPERATIONS & MAINTENANCE**

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **EXAMPLES OF DUTIES**

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

### **ESSENTIAL JOB FUNCTIONS**

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

### **OTHER JOB FUNCTIONS**

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

- Serve as Acting Deputy Director for Utilities or Public Works Director as assigned.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
- Current principles, practices, and techniques of municipal public works maintenance and operations, including streets, fleet maintenance, and building maintenance.
- Public administration principles and practices related to the activities and functions of municipal government.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Safety principles, practices, and procedures.
- Operation and programs of a personal computer.

### **Skill to:**

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

### **Ability to:**

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

### **Minimum Education and Experience:**

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

**Education:** A Baccalaureate Degree from an accredited college or university. An Associate's degree may be substituted for the Bachelor's degree by substituting additional qualifying experience with the City of Woodland, on a year to year basis One year (2,000 hours) of work experience equals 30 semester quarter units.

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

Bilingual experience is a plus.

**License or Certificate:**

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

**ADA COMPLIANCE**

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

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



## Legislation Text

4.

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File #: 16-769, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Approval of Fiscal Year 2016/17 Transportation Development Act Claim

Recommendation for Action: Staff recommends that the City Council approve Resolution No. \_\_\_\_\_, Authorizing Filing of the Annual Transportation Development Act Claim with the Sacramento Area Council of Governments.

### **Staff Contact**

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

### **Fiscal Impact**

If approved, the City will submit a claim for a total of \$3,113,139 in transportation funding, including \$2,878,989 in Local Transportation Funds (LTF) and \$234,150 in State Transit Assistance (STA) funds. The majority of this funding is to be allocated to the Yolo County Transportation District (YCTD) for provision of public transit services, however, an estimated \$1,447,270 will be available for utilization for City street maintenance program activities. These funds are included in the current-year (2016/17) budget and the amount is consistent with the revenue available in the prior fiscal year.

### **Background**

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

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

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

City Council action is needed to authorize submittal of the City's claim.

### **Discussion**

By law, the first priority for the use of Woodland's LTF allocations is for transit needs. These transit requirements are handled by the Yolo County Transportation District (YCTD) who submits its annual budget to the City for payment. Any remaining dollars are available for street maintenance, striping, signs, etc., as detailed in the City's operating budget. The proposed uses of the FY2016/17 LTF funds are listed on the attached spreadsheet.

STA allocations have not historically been a consistent source of funds available to the City. Any allocation of STA was required to be spent only on transit capital needs; no amounts were permitted for administration or street maintenance. Due to the fuel tax swap enacted by the State in March 2010, this restriction has been temporarily lifted, and STA funds are allowed to be used for operations. As such, the City will claim STA funds for FY2016/17 based on estimates from the State Controller's Office and SACOG.

The YCTD has made a concerted effort to manage their annual operating costs, however, each year for the last three years the District's budget has increased by more than 7%. As the cost of transit services increase, the amount of funding remaining and available for the City's street maintenance program will decrease over time. The City's long-term transportation funding plan takes this projected reduction in available funding into account, and results in an increased reliance on Measure E (local ½-cent sales tax) or other supplemental funding in future years.

### **Conclusion**

Staff recommends that the City Council approve Resolution No. \_\_\_\_\_, Authorizing Filing of the Annual Transportation Development Act Claim with the Sacramento Area Council of Governments.

Prepared by: Kim McKinney, Finance Officer



Paul Navazio, City Manager

Attachments: Proposed uses of TDA Funds  
Resolution

Proposed Use of Transportation Development Act Funds  
Fiscal Year 2016/17

|                              | <u>LTF</u>       | <u>STA</u> | <u>Total</u>     |
|------------------------------|------------------|------------|------------------|
| Current Year Apportionment   | 2,878,989        | 234,150    | 3,113,139        |
| Less: SACOG Administration   | <u>(86,370)</u>  | <u>-</u>   | <u>(86,370)</u>  |
| Net Available for City Use   | 2,792,619        | 234,150    | 3,026,769        |
| PROPOSED USAGE:              |                  |            |                  |
| Yolobus Services - Operating | 907,323          | 234,150    | 1,141,473        |
| YCTD Paratransit Service     | 361,499          | -          | 361,499          |
| YCTD Capital                 | 54,289           |            | 54,289           |
| Transportation Overhead      | 12,538           | -          | 12,538           |
| Community Care Car           | 9,700            | -          | 9,700            |
| Street Maintenance           | <u>1,447,270</u> | <u>-</u>   | <u>1,447,270</u> |
| Total                        | 2,792,619        | 234,150    | 3,026,769        |

RESOLUTION NO. \_\_\_\_

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

FISCAL YEAR 2016/2017

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

THEREFORE, BE IT RESOLVED that the Finance Officer of the City of Woodland is hereby authorized to file with the Sacramento Area Council of Governments the 2016/17 claim in the amount of \$2,878,989 from Local Transportation Funds and \$234,150 in State Transit Assistance funds.

**PASSED AND ADOPTED** by the City Council this 18th day of October, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jim Hilliard, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ana B. Gonzalez, City Clerk

\_\_\_\_\_  
Kara K. Ueda, City Attorney

## Legislation Text

5.

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File #: 16-772, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Amendment of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

**Staff Contact**

Ana B. Gonzalez, City Clerk - (530) 661-5806, [ana.gonzalez@cityofwoodland.org](mailto:ana.gonzalez@cityofwoodland.org)

**Background**

Pursuant to the Political Reform Act (the “Act”), the City Council directed staff to conduct a review of the City’s Conflict of Interest Code (“Code”) to determine if a change in the Code was necessary, to revise the Code as necessary based upon such review and submit the amended Code to the City Council for adoption and approval, in accordance with Section 87303 of the Act.

During the review process, staff found that updates and amendments to the City’s Conflict of Interest Code are necessary. A redlined version of the proposed amended Code is attached.

**Discussion**

The Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), requires all public agencies to adopt and maintain a Conflict of Interest Code. The Act further requires that agencies regularly review and update their conflict of interest codes as necessary as directed by the code-reviewing body or when change is necessitated by changed circumstances (Sections 87306 and 87306.5). The City Council is the City’s code-reviewing body. As the code-reviewing body, the City Council directed that the Code be reviewed and, if a change in the Code was necessary, that a revised Code be prepared and submitted to the City Council for adoption and approval. During this review, staff found that amendments to the Code are necessary.

Attached is a legislative (redlined) version of the proposed amended Code. The proposed revisions are based on the establishment and recognition of new positions that must be designated, the revision of titles of existing positions, the deletion of titles that have been abolished, the revision of disclosure categories, revision of the assignment of disclosure categories based on the duties of various positions, the incorporation of FPPC Reg. 18730 as the provisions of the Code (known as FPPC Standard), and clarifying and declaring of positions to file

disclosure statements under Section 87200 of the Act.

**Conclusion**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving and adopting the amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Prepared by: Ana B. Gonzalez  
City Clerk

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

Paul Navazio, City Manager

Attachments: Resolution  
Conflict of Interest Code - Redlined Version (shows changes made)  
Conflict of Interest Code - Final Version with changes accepted

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND,  
CALIFORNIA, ADOPTING AN AMENDED CONFLICT OF INTEREST CODE  
PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

**WHEREAS**, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Woodland (“City”) and requires all public agencies to adopt and promulgate a conflict of interest code; and

**WHEREAS**, the City Council adopted a Conflict of Interest Code (the “Code”) in compliance with the Act; and

**WHEREAS**, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City’s Code; and

**WHEREAS**, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

**WHEREAS**, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided each affected designated employee and publicly posted for review at the offices of the City; and

**WHEREAS**, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on October 18, 2016, at which all present were given an opportunity to be heard on the proposed amended Code.

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

**SECTION 1.** The City Council does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto.

**SECTION 2.** The amended Conflict of Interest Code shall be on file with the City Clerk and available to the public for inspection and copying.

**SECTION 3.** The amended Code shall become effective 30 days after the City Council adopts and approves the amended Code as submitted.

**(CONTINUED ON NEXT PAGE)**

**PASSED AND ADOPTED** by the City Council this 18<sup>th</sup> day of October, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Jim Hilliard, Mayor

**ATTEST:**

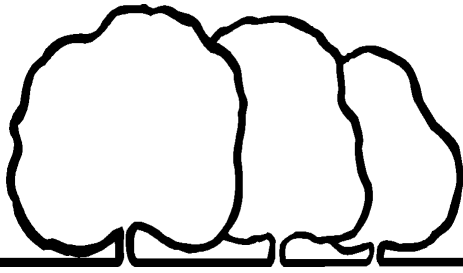
**APPROVED AS TO FORM:**

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Ana B. Gonzalez, City Clerk

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Kara K. Ueda, City Attorney



City of Woodland

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# Conflict of Interest Code

(Amended October 18, 2016)

# **CONFLICT OF INTEREST CODE FOR THE**

## **CITY OF WOODLAND**

**~~(Amended December 16, 2014)~~ October 18, 2016**

— The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Woodland (the "City")**.

— All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

### CITY OF WOODLAND

(Amended ~~December 16, 2014~~October 18, 2016)

### EXHIBIT “A”

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the City's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments.<sup>1</sup> These positions are listed here for informational purposes only.

Finance Officer  
Financial Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## DESIGNATED POSITIONS

### GOVERNED BY THE CONFLICT OF INTEREST CODE

| <u>DESIGNATED POSITIONS'</u><br><u>TITLE OR FUNCTION</u>    | <u>DISCLOSURE CATEGORIES</u><br><u>— ASSIGNED</u> |
|-------------------------------------------------------------|---------------------------------------------------|
| Accountant I/II                                             | 4                                                 |
| Administrative Services Director                            | 4                                                 |
| Assistant City Manager                                      | 1, 2                                              |
| <u>Assistant City Manager/Director of Comm and Econ Dev</u> | <u>1, 2</u>                                       |
| Assistant Engineer                                          | 2, 3, 5                                           |
| Assistant/Associate Civil Engineer                          | 2, 3, 5                                           |
| Assistant/Associate Planner                                 | 2, 3, 5                                           |
| <u>Associate Engineer</u>                                   | <u>2, 3, 5</u>                                    |
| Building Inspector I/II                                     | 2, 3, 6                                           |
| Chief Building Official                                     | 2, 5, 6                                           |
| <u>Chief Collection Systems Operator</u>                    | <u>2, 4, 5</u>                                    |
| Chief Plant Operator                                        | 5                                                 |
| Chief Water Systems Operator                                | 1, 2, <u>4, 5</u>                                 |
| City Clerk                                                  | 5                                                 |
| <u>City Engineer</u>                                        | <u>2, 3, 5</u>                                    |
| Code Compliance Officer I/II                                | 2, 6, <u>3</u>                                    |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                                      |                      |
|----------------------------------------------------------------------|----------------------|
| Community Development Director                                       | 1, 2                 |
| Community Services Director                                          | 2, 5                 |
| Community Services Program Manager                                   | 5                    |
| <u>Construction Project Manager/Senior Const Proj Mgr</u>            | <u>2, 3, 5</u>       |
| Deputy Director of Community Development                             | 1, 2                 |
| Deputy Director of Public Works, <u>-</u> Operations and Maintenance | 1, 2, <u>4, 5, 6</u> |
| <u>Deputy Director of Public Works – Utilities</u>                   | <u>1, 2, 4, 5, 6</u> |
| <u>Deputy Fire Chief</u>                                             | <u>5</u>             |
| Economic Development Manager                                         | 1                    |
| <u>Electrical/Signs &amp; Marking Supervisor</u>                     | <u>4, 5, 6</u>       |
| Engineering Assistant/Senior Engineering Assistant                   | 2, 3, 5              |
| Engineering Technician I/II/III                                      | 2, 3, 5              |
| Environmental Compliance Specialist                                  | 5, 6                 |
| Environmental Resource Analyst                                       | 2, 5, 6              |
| <u>Environmental Sustainability Manager</u>                          | <u>2, 4, 5, 6</u>    |
| Fire Battalion Chief                                                 | 5                    |
| Fire Chief                                                           | 5                    |
| Fleet and Facilities Manager                                         | 2, 3, <u>4</u> , 5   |
| Human Resources Analyst <u>I/II</u>                                  | 5                    |
| Human Resources Manager                                              | 5                    |
| Information Systems Administrator                                    | 5                    |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                          |                |
|----------------------------------------------------------|----------------|
| Information Technology Analyst                           | 5              |
| <u>Information Technology Manager</u>                    | <u>5</u>       |
| Infrastructure Operations and Maintenance Superintendent | <u>4, 5</u>    |
| Junior Engineer                                          | 2, 3, 5        |
| Laboratory & Environmental Compliance Manager            | <u>4, 5, 6</u> |
| Librarian III                                            | 5              |
| Library Services Director                                | 5              |
| Management Analyst II/Sr                                 | <u>4, 5</u>    |
| Police Captain                                           | 5              |
| Police Chief                                             | 5              |
| Police Lieutenant                                        | 5              |
| <del>Police Records Manager Supervisor</del>             | <del>5</del>   |
| Principal Civil Engineer                                 | 1, 2           |
| Principal Planner                                        | 2, 3, 5        |
| Principal Utilities Civil Engineer                       | 2, 3, 5        |
| Public Safety Chief                                      | 5              |
| Public Works Director                                    | 1, 2           |
| Redevelopment Manager                                    | 1, 2           |
| Senior Accountant                                        | 1, 2           |
| Senior Application Analyst                               | 5              |
| <u>Senior Associate Civil Engineer</u>                   | <u>2, 3, 5</u> |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                   |                    |
|---------------------------------------------------|--------------------|
| Senior Systems Analyst                            | 5                  |
| Senior Building Inspector                         | 2, 3, 5, 6         |
| Senior Building Plans Examiner                    | 2, 3, 5, 6         |
| Senior Civil Engineer                             | 1, 2               |
| Senior Planner                                    | 1, 2               |
| Transportation Engineer                           | 2, 3, 5            |
| Wastewater Systems Administrator                  | 2, <u>4</u> , 5, 6 |
| Water Pollution Control Facilities Superintendent | 2, <u>4</u> , 5, 6 |
| <u>Water Systems Administrator</u>                | <u>2, 4, 5, 6</u>  |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

**MEMBERS OF BOARDS,**

**COMMITTEES AND COMMISSIONS**

|                                              |      |
|----------------------------------------------|------|
| Historical Preservation Commission           | 2    |
| Library Board                                | 5    |
| Manufactured Homes Fair Practices Commission | 1, 2 |
| Oversight Board to Successor Agency          | 1, 2 |
| Successor Agency                             | 1, 2 |

Consultants and New Positions<sup>2</sup>

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<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg 18701 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

## **EXHIBIT “B”**

### **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup>

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



# Conflict of Interest Code

**(Amended October 18, 2016)**

## **CONFLICT OF INTEREST CODE FOR THE**

### **CITY OF WOODLAND**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Woodland (the "City")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

**APPENDIX**  
**CONFLICT OF INTEREST CODE**  
**OF THE**  
**CITY OF WOODLAND**  
**(Amended October 18, 2016)**

**EXHIBIT “A”**

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and all Other City Officials who manage public investments as defined by 2 Cal. Code of Regs. § 18701(b), are NOT subject to the City's Code but must file disclosure statements under Government Code Section 87200 et seq. [Regs. § 18730(b)(3)]

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the positions listed below are Other City Officials who manage public investments.<sup>1</sup> These positions are listed here for informational purposes only.

Finance Officer  
Financial Consultants

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

## **DESIGNATED POSITIONS**

### **GOVERNED BY THE CONFLICT OF INTEREST CODE**

| <b><u>DESIGNATED POSITIONS'</u></b><br><b><u>TITLE OR FUNCTION</u></b> | <b><u>DISCLOSURE CATEGORIES</u></b><br><b><u>ASSIGNED</u></b> |
|------------------------------------------------------------------------|---------------------------------------------------------------|
| Accountant I/II                                                        | 4                                                             |
| Administrative Services Director                                       | 4                                                             |
| Assistant City Manager                                                 | 1, 2                                                          |
| Assistant City Manager/Director of Comm and Econ Dev                   | 1, 2                                                          |
| Assistant Engineer                                                     | 2, 3, 5                                                       |
| Assistant/Associate Civil Engineer                                     | 2, 3, 5                                                       |
| Assistant/Associate Planner                                            | 2, 3, 5                                                       |
| Associate Engineer                                                     | 2, 3, 5                                                       |
| Building Inspector I/II                                                | 2, 3, 6                                                       |
| Chief Building Official                                                | 2, 5, 6                                                       |
| Chief Collection Systems Operator                                      | 2, 4, 5                                                       |
| Chief Plant Operator                                                   | 5                                                             |
| Chief Water Systems Operator                                           | 1, 2, 4, 5                                                    |
| City Clerk                                                             | 5                                                             |
| City Engineer                                                          | 2, 3, 5                                                       |
| Code Compliance Officer I/II                                           | 2, 6, 3                                                       |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                              |               |
|--------------------------------------------------------------|---------------|
| Community Development Director                               | 1, 2          |
| Community Services Director                                  | 2, 5          |
| Community Services Program Manager                           | 5             |
| Construction Project Manager/Senior Const Proj Mgr           | 2, 3, 5       |
| Deputy Director of Community Development                     | 1, 2          |
| Deputy Director of Public Works - Operations and Maintenance | 1, 2, 4, 5, 6 |
| Deputy Director of Public Works – Utilities                  | 1, 2, 4, 5, 6 |
| Deputy Fire Chief                                            | 5             |
| Economic Development Manager                                 | 1             |
| Electrical/Signs & Marking Supervisor                        | 4, 5, 6       |
| Engineering Assistant/Senior Engineering Assistant           | 2, 3, 5       |
| Engineering Technician I/II/III                              | 2, 3, 5       |
| Environmental Compliance Specialist                          | 5, 6          |
| Environmental Resource Analyst                               | 2, 5, 6       |
| Environmental Sustainability Manager                         | 2, 4, 5, 6    |
| Fire Battalion Chief                                         | 5             |
| Fire Chief                                                   | 5             |
| Fleet and Facilities Manager                                 | 2, 3, 4, 5    |
| Human Resources Analyst I/II                                 | 5             |
| Human Resources Manager                                      | 5             |
| Information Systems Administrator                            | 5             |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                          |         |
|----------------------------------------------------------|---------|
| Information Technology Analyst                           | 5       |
| Information Technology Manager                           | 5       |
| Infrastructure Operations and Maintenance Superintendent | 4, 5    |
| Junior Engineer                                          | 2, 3, 5 |
| Laboratory & Environmental Compliance Manager            | 4, 5, 6 |
| Librarian III                                            | 5       |
| Library Services Director                                | 5       |
| Management Analyst II/Sr                                 | 4, 5    |
| Police Captain                                           | 5       |
| Police Chief                                             | 5       |
| Police Lieutenant                                        | 5       |
| Principal Civil Engineer                                 | 1, 2    |
| Principal Planner                                        | 2, 3, 5 |
| Principal Utilities Civil Engineer                       | 2, 3, 5 |
| Public Safety Chief                                      | 5       |
| Public Works Director                                    | 1, 2    |
| Redevelopment Manager                                    | 1, 2    |
| Senior Accountant                                        | 1, 2    |
| Senior Application Analyst                               | 5       |
| Senior Associate Civil Engineer                          | 2, 3, 5 |
| Senior Systems Analyst                                   | 5       |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

|                                                   |            |
|---------------------------------------------------|------------|
| Senior Building Inspector                         | 2, 3, 5, 6 |
| Senior Building Plans Examiner                    | 2, 3, 5, 6 |
| Senior Civil Engineer                             | 1, 2       |
| Senior Planner                                    | 1, 2       |
| Transportation Engineer                           | 2, 3, 5    |
| Wastewater Systems Administrator                  | 2, 4, 5, 6 |
| Water Pollution Control Facilities Superintendent | 2, 4, 5, 6 |
| Water Systems Administrator                       | 2, 4, 5, 6 |

DESIGNATED POSITIONS'  
TITLE OR FUNCTION

DISCLOSURE CATEGORIES  
ASSIGNED

**MEMBERS OF BOARDS,**

**COMMITTEES AND COMMISSIONS**

|                                              |      |
|----------------------------------------------|------|
| Historical Preservation Commission           | 2    |
| Library Board                                | 5    |
| Manufactured Homes Fair Practices Commission | 1, 2 |
| Oversight Board to Successor Agency          | 1, 2 |
| Successor Agency                             | 1, 2 |

Consultants and New Positions<sup>2</sup>

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Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

Category 7: All Investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the City.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

## Legislation Text

6.

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File #: 16-776, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Community Services Department Quarterly Status Report for the period of July 2016 through September 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 - 530-661-2000, kris.bain@cityofwoodland.org

**Fiscal Impact**

None - for information only.

**Background**

This quarterly status report covers the period of July 2016 through September 2016. The Report presents a summary of recreation and senior programming, events, affordable housing, the community development block grant entitlement program, parks and urban forestry. 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: July-September 2016

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

### Quarterly Highlights

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- On July 1, Community Services was reorganized to add the Parks Division from Public Works (transitioning staff and responsibilities for park and recreation facility maintenance and urban forestry). This reorganization will improve efficiencies of communication of staff maintaining the facilities with those programming and using the facilities. Including the Parks Division, the CSD now has 25 full time staff members.
- The City was awarded a \$16,000 grant for improvements to Ferns Park.
- Thirteen teams registered for the Fall Adult Basketball league, a record number in over 5 years.
- The Summertime Fun Club program reached maximum registration (60 kids) at Pioneer and Woodside Parks for session 1 and Pioneer Park for session 2. Twenty-five volunteers accumulated over 2,500 hours in community service time while assisting paid staff during the program's entirety.
- Teens Helping Seniors completed 89 jobs, serving 76 seniors over a 10-week period. Thirty volunteers amassed over 800 hours in community service time while participating in the program. The teens collected a record amount of \$2,047 in donations for the program which helped pay for a trip to Santa Cruz.
- The After School Teen Pack started the school year averaging 37 participants each day during the first six weeks of school.
- The Outdoor Adventure Trip to Yosemite took 29 participants (15 of those received a scholarship), and 22 had never been to Yosemite. Following the trip, campers returned to a trip re-cap so they could share their experiences and stories with all.
- The Dive-In Movie Night held at the pool had 200 in attendance. Viewers could watch the movie from within the pool.



## 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 with the majority of the expenses occurring in June through August.

| Month        | Expenditures       | Revenue          | Refunds         | Net Income       | Enrollments | Refunds    | Reservations |
|--------------|--------------------|------------------|-----------------|------------------|-------------|------------|--------------|
| July         | \$429,269          | \$58,960         | \$4,257         | \$54,703         | 622         | 76         | 110          |
| August       | \$627,595          | \$73,113         | \$7,708         | \$65,405         | 542         | 53         | 136          |
| Sept.        | \$528,432          | \$42,103         | \$2,904         | \$39,943         | 492         | 19         | 136          |
| <b>Total</b> | <b>\$1,585,297</b> | <b>\$174,177</b> | <b>\$14,869</b> | <b>\$160,052</b> | <b>1656</b> | <b>148</b> | <b>382</b>   |

## 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.

- Rec 'Zine: The Department publishes an online newsletter "Rec 'Zine" which provides highlights of upcoming departmental programs and events each month. There are 585 subscribers who receive the emailed newsletter.
- Activity Mini-Guide: A 6 page "Mini" Guide was directly mailed to over 3,500 households in Woodland with children 0-16 in residence. In anticipation of the "Mini" guide, a postcard was mailed to the same residents to increase exposure to program offerings.
- Social Media: The Department utilizes Facebook and Instagram to advertise upcoming events and recreation programs.
- Special Events: Staff attended the monthly Food Truck Mania in August to promote upcoming programs. The Rec2Go van also attended several events at the Library, Farmer's Market, Bayside Movie nights, and the National Night Out activities. Other events Rec2Go attended include Sci Tech's Art Day, Whitehead's Back to School Night, a Costco Health and Safety Event, and various parks and locations throughout Woodland.
- Direct Marketing: To increase program participation, staff directly marketed events and activities onsite to students and parents of Lee and Douglass Middle Schools. Flyers, posters, and banners were distributed directly to new middle school students during orientation and P.E. classes. To increase awareness of the mobile recreation program, Rec2Go staff reached out to the neighborhoods of the parks for upcoming visits (going door-to-door).

## Facilities

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### Community & Senior Center Facility Reservations

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The Community & Senior Center facility rental program is designed to both generate revenue for the City of Woodland and provide a location for community events. Types of rentals held at the Community Center include: meetings, parties (bridal and baby showers), weddings and receptions, quinceañeras, and several business meetings. July-September reservations of the facility are shown below.

|                          | <b>General Facility Rentals</b><br><i>Includes rentals receiving discounts</i> | <b>Facility Rentals</b><br><i>with Fees Waived</i> |
|--------------------------|--------------------------------------------------------------------------------|----------------------------------------------------|
| Number of Rentals        | 16                                                                             | 24                                                 |
| Approximate Participants | 2,103                                                                          | 1,231                                              |
| <b>Total Fees</b>        | <b>\$15,910</b>                                                                | <b>\$25,343 (waived)</b>                           |

### Tournaments

---

Tournament rentals are available for the Sports Park Complex. Local tournament directors have the first choice of dates for the following year prior to a “tournament date allocation meeting”. All of the available for weekend dates during July and August were reserved for tournaments (during September fields are used for soccer games). During the first quarter, the Sports Park was reserved for youth baseball and softball tournaments.

| <b>Tournament Rentals of Sports Park</b> |                 |
|------------------------------------------|-----------------|
| Number of Rentals                        | 9               |
| Number of Teams                          | 225             |
| <b>Total Fees Collected</b>              | <b>\$37,800</b> |

## Field Allocation

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### Players Fees

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Youth organizations use city-owned fields for practices and games for soccer, baseball, and softball. Youth sports that used City of Woodland fields reported 1,579 youth players during the fall season of 2016 (511 baseball players and 1,068 soccer players). Historically, “Player Fees” have been charged to each organization to cover the cost for use of the field for practices. With the passage of Measure J, the “Player Fees” for Woodland residents have been waived for all youth organizations saving the organizations \$23,940 during the fall season. Those participating with youth organizations who do not reside within city limits are deemed non-residents and pay \$37 per player per season.

| League/Club       | Players      | Resident Players | Non Residents Players | Non-Resident Fee \$37 per | Fee Waived (Measure J) | League/Club Balance |
|-------------------|--------------|------------------|-----------------------|---------------------------|------------------------|---------------------|
| Girls Fast Pitch  | 135          | 124              | 11                    | \$407                     | \$2,260                | \$407               |
| American Legion   | 18           | 8                | 10                    | \$370                     | \$160                  | \$370               |
| Little League     | 185          | 167              | 18                    | \$666                     | \$2,980                | \$666               |
| Babe Ruth         | 57           | 49               | 8                     | \$296                     | \$820                  | \$296               |
| YMCA              | 471          | 415              | 56                    | \$2,072                   | \$7,180                | \$2,072             |
| DASA              | 293          | 230              | 63                    | \$2,331                   | \$3,340                | \$2,331             |
| WSC               | 304          | 285              | 19                    | \$703                     | \$5,320                | \$703               |
| Cal Ripken        | 116          | 105              | 11                    | \$407                     | \$1,880                | \$407               |
| <b>Total Fees</b> | <b>1,579</b> | <b>1,383</b>     | <b>196</b>            | <b>\$7,252</b>            | <b>\$23,940</b>        | <b>\$7,252</b>      |

## Parks

As part of implementing the recommendations of the Management Partners evaluation of the Public Works Department, parks staff, including urban forestry, transferred to the Community Services Department on July 1.

Parks and urban forestry projects during this reporting period include:

- The playground previously located at Dubach softball fields was re-purposed and installed at the Sports Park.
- 25 Mandela Washington Fellows from 19 countries in Sub-Saharan Africa participated in planting thirty trees at Crawford Park.
- Staff worked with Carole Pirruccello, co-trustee of the John and Eunice Davidson Fund, to identify improvements needed at local parks. Ms. Pirruccello awarded the City a \$16,000 grant for improvements to Ferns Park.
- New disc golf baskets were installed at Ferns Park.
- The bi-annual pruning of the trees along Main Street was completed.
- Landscape maintenance and trash removal was conducted along the I-5 sound wall area that had become a homeless camp.
- The Charles Brooks Community Swim Center was closed for annual maintenance and during the 2-week period work included draining and re-filling of the pool (a task that had not been completed for 2 plus years), and repair and cleaning of the pumps.

## Events

| Event                               | Event Date | Total Participants | Participant Hours | Fees Collected |
|-------------------------------------|------------|--------------------|-------------------|----------------|
| 4 <sup>th</sup> of July Celebration | July 4     | Over 3000          | Over 3000         | Free Program   |
| Dive In Movie Night*                | Aug. 26    | 200                | 500               | Free program   |
| Black Light Monte Carlo Night*      | Sept. 23   | 35                 | 70                | Free program   |
| <b>Total Participants</b>           |            |                    |                   |                |

*\*Event made possible by Measure J*

## 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. Summer programming at the pool ran through August 12.

| Aquatics Program                                 | Total Participants | Participant Hours | Fees Collected                |
|--------------------------------------------------|--------------------|-------------------|-------------------------------|
| Jr. Lifeguard                                    | 22                 | 1,760             | Fees collected during last FY |
| Public Swim (Measure J)                          | 12,464             | 34,276            | No fees collected             |
| Lap Swim & Water Aerobics                        | 634                | 950               | \$2,537                       |
| Pool Reservations<br>Private League Reservations | 2,800              | n/a               | \$16,380                      |
| Swim Lessons<br>Summer Sessions 3 & 4            | 472                | 1,888             | \$10,729                      |
| Swim Lessons<br>Fall Sessions 1 & 2 (Measure J)  | 36                 | 144               | \$2,160                       |
| Woodland Swim Team (rental)                      | 141                | n/a               | \$8,502                       |
| Woodland Wreckers Swim Team                      | 145                | 725               | Fees collected during last FY |
| <b>Total</b>                                     | <b>16,714</b>      | <b>39,743</b>     | <b>\$40,308</b>               |

**Aquatic Feasibility Study:** On September 1, 2016 staff initiated an aquatic feasibility study by holding the first of several public meetings. The City has contracted with Aquatic Design Group to evaluate current and future aquatic needs in the community. Several potential aquatic center locations will be included in the analysis, including the Community & Senior Center, a vacant future park property in Spring Lake, as well as Woodland Community College. Information gathered during site visits, meetings, and from public input will be used to create “score cards” for each potential location. The consultant will return to Woodland to share draft pool concepts with staff and the public. Draft pool concepts will include varying sizes and costs of potential facilities, as well as phasing options. After receiving input on the draft concepts, a summary of findings and recommendations will be prepared and presented to the City Council.

## 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)             | 1,868              | 4,556             | Free Program    |
| Baby & Me                                      | 234                | 234               | Free Program    |
| Boxing Club (Measure J)                        | 58                 | 696               | \$709           |
| Night Hoops                                    | 421                | 631               | Free Program    |
| Outdoor Adventure Trip to Yosemite (Measure J) | 29                 | 2,784             | \$3,261         |
| Rec2Go (Measure J)                             | 2,713              | 3,571             | Free Program    |
| Summer Teen Pack (Measure J)                   | 170                | 6,919             | \$7,946         |
| Summer Time Fun Club                           | 4900               | 29,400            | \$8,925         |
| Summer Time Fun Club Volunteer                 | 25                 | 2,560             | \$622           |
| Teens Helping Seniors                          | 30                 | 814               | \$765           |
| Toddler Time                                   | 36                 | 144               | \$560           |
| <b>Total</b>                                   | <b>10,484</b>      | <b>52,309</b>     | <b>\$22,788</b> |



**Summer Time Fun Club**



**Teens Helping Seniors**



**Summer Teen Pack**



**Toddler Time**

## 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     |
|--------------------------|--------------------|-------------------|-----------------|-----------------|-----------------|
| AAU Basketball           | 8                  | 384               | \$1,500         | \$1,050         | \$4450          |
| Art w/Emily              | 20                 | 240               | \$2,040         | \$1,428         | \$612           |
| Bollywood Mix            | 8                  | 32                | \$204           | \$143           | \$61            |
| Cello Tennis Academy     | 222                | 1,059             | \$20,177        | \$18,159        | \$2,017         |
| Country Line Dance Party | 38                 | 76                | \$228           | \$160           | \$68            |
| Dance w/ Mallory         | 10                 | 40                | \$365           | \$256           | \$109           |
| Football Conditioning    | 51                 | 5,192             | \$2,364         | \$1,652         | \$712           |
| Internet Driving School  | 5                  | 40                | \$200           | \$140           | \$60            |
| Karate                   | 16                 | 128               | \$400           | \$280           | \$120           |
| Lego Engineering         | 27                 | 405               | \$4,137         | \$2,929         | \$1,207         |
| Mad Science              | 13                 | 260               | \$1,972         | \$1,299         | \$673           |
| Makoto Kai Jujitsu       | 2                  | 16                | \$70            | \$49            | \$21            |
| Pilates                  | 14                 | 56                | \$245           | \$172           | \$73            |
| Stepping Out             | 19                 | 152               | \$820           | \$574           | \$246           |
| Wakeboard Lessons        | 7                  | 140               | \$1,295         | \$907           | \$388           |
| <b>Total</b>             | <b>460</b>         | <b>8220</b>       | <b>\$36,017</b> | <b>\$29,198</b> | <b>\$10,817</b> |

## 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  |
|-----------------------|--------------------|-------------------|-----------------|
| Basketball (league)   | 312                | 720               | \$4,255         |
| Softball (league)     | 1,605              | 6,390             | \$20,030        |
| Volleyball (league)   | 144                | 360               | \$1,420         |
| Volleyball (open gym) | 251                | 753               | \$591           |
| <b>Total</b>          | <b>2,312</b>       | <b>8,223</b>      | <b>\$26,296</b> |

## 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 11,314 participant hours during the first quarter.

## Programs

| Programs            | Total Sign Ins | Participant Hours | Fees Collected |
|---------------------|----------------|-------------------|----------------|
| Art Classes         | 406            | 784               | \$315          |
| Exercise Classes    | 3,258          | 3,415             | \$891          |
| Games               | 1,353          | 2,985             | Free Program   |
| General Programs    | 2,763          | 2,100             | \$2,859        |
| Education/Resources | 318            | 424               | Free Program   |
| Support Groups      | 192            | 384               | Free Program   |
| Special Programs    | 722            | 722               | Free Program   |
| <b>Total</b>        | <b>9,012</b>   | <b>10,814</b>     | <b>\$4,065</b> |

## Events

| Events                        | Date         | Total Participants | Participant Hours |
|-------------------------------|--------------|--------------------|-------------------|
| Volunteer Appreciation Dinner | August 4     | 150                | 300               |
| Senior Potluck                | September 22 | 100                | 200               |
| <b>Total</b>                  |              | <b>250</b>         | <b>500</b>        |



**2016 Outstanding Senior Volunteer Recipients**

## Grants and Housing

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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 first quarter are provided below.

### Community Development Block Grant (CDBG) Program

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The U.S. Department of Housing and Urban Development (HUD) City Council in September approved Woodland's FY 2016/17 CDBG Action Plan. The plan covers \$440,618 in new CDBG funds the City will receive from the Federal government and the re-programming of \$50,000 in prior year funds for construction projects. The plan provides funding for fifteen public service and construction activities including support for emergency shelters and the rehabilitation of affordable housing units.

The City submitted its FY 2015/16 CDBG Consolidated Annual Performance Evaluation Report (CAPER) to HUD in September for approval. As noted in the CAPER, the City by the end of October, with two exceptions, expects all CDBG construction activities funded prior to FY 2016/17 to have expended at least 60 percent of their funding allocations.

### Continuum of Care Grants (CoC) Competition

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The City submitted four grant applications in the total amount of \$272,169 through the 2016 CoC Competition. The City in partnership with Fourth & Hope will use the funds from three of the grants to permanently house and provide supportive services for chronically homeless families and individuals.

### Homeless Outreach

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The City began contracting with Fourth & Hope in July for homeless outreach services. Through the July-August period, a total of 27 VI-SPDAT assessments have been conducted on individuals who identified Woodland as their primary residence. The assessment is a combination of two tools: (1) the Vulnerability Index (VI) survey for use in street outreach, which helps to determine the chronicity and medical vulnerability of homeless persons, and the Service Prioritization Decision Assistance Tool (SPDAT). Some of the assessments were conducted for Yolo County's Bridge to Health and Housing Project which is focused on outreach to homeless persons who are frequent users of the emergency rooms located at the two hospitals in Yolo County and at other locations in the county. Out of the 27 assessments, a total of 15 individuals were housed at Fourth & Hope's emergency shelter, 7 individuals continue to receive overnight and case management services, 3 individuals obtained permanent housing, and 1 individual has been placed in a residential treatment program.

### Housing-Related Parks Program (HRPP)

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Three restrooms purchased with grant funds awarded the City the 2014 HRPP program are under construction and will be installed late this year at City, Everman, and Campbell parks. Water, sewer, electrical, and other site improvements will be completed by City staff to accommodate the new restrooms.

## First Time Homebuyer Program

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The City continues to work with 10 families participating in its first time homebuyer program. One of the families is under contract to purchase a home with City loan assistance and two other families are going through the income determination process with the City's housing consultant NeighborWorks.

## Participant Hours Calculation

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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:

Drop In Programs: 1 Class meeting (in hours) x Total sign ins

Examples include Water Aerobics & Lap Swim, Badminton, and Night Hoops

Classes/Camps/Leagues: Total unique participants x total class time (in hours)

Examples include: Swim Lessons, Mad Science

Individual Entry: Each class meeting (in hours) x Total in attendance (adding each day)

Examples include: Teens Helping Seniors, Teen Pack

Event: Total Attendants x Average Time

Examples include: ReXpo, 4<sup>th</sup> 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).*



## Legislation Text

7.

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File #: 16-777, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Budget Appropriation Approval for First Time Homebuyer Loan Assistance Program

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving the following appropriation and amending the FY 2016/17 budget as necessary: \$4,600 in Housing Trust funds (Fund 326) for the City's First Time Homebuyer Loan Assistance Program; a total appropriation of \$28,400 in Fund 326.

### **Staff Contact**

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

### **Fiscal Impact**

There is no impact to the General Fund. The appropriation is funded through existing, unencumbered Housing Trust funds.

### **Background**

The City restarted its first time homebuyer loan assistance program last year and is working with ten families. The program provides second loans (gap funding assistance) for households earning no more than 80% of the countywide median household income, adjusted for household size. Last month, one of the ten families went under contract to purchase a resale home and it was anticipated that the buyer would receive a City loan in the amount of \$63,000 through Federal HOME Program Income (repaid housing loans) funds.

Based on a review of the home appraisal which was completed late last month, the City's housing consultant determined that the home was tenant-occupied at the time of the appraisal. The recent tenant occupancy prevents the City from using HOME funds for the buyer's loan since the property had been tenant-occupied within the 90-day period prior to the buyer entering into a purchase contract. HOME anti-displacement requirements prohibit the use of HOME funds for a property that has been occupied by a tenant within the 90-day period. However, the anti-displacement requirements for BEGIN do not preclude the use of BEGIN funds for this home purchase. BEGIN requirements allow the City to fund a loan in the maximum amount of \$58,400. The buyer's purchase is dependent on a City loan in the amount of \$63,000. Staff purposes that the funding gap of \$4,600 (\$63,000 - \$58,400 BEGIN loan = \$4,600) be provided through the City's Housing Trust

Fund.

### **Discussion**

The City's Housing Trust Fund has been primarily used to cover a portion of the City's \$20,000 annual contribution for the Countywide Homeless Coordination Project. The project supports the operation of Fourth & Hope's emergency shelter during winter months and helps pay for the Yolo County Homeless Services Coordinator position. The Housing Trust Fund has sufficient resources to cover the \$4,600 appropriation and this appropriation will not affect the City's ability to fund the Countywide Homeless Coordination Project.

### **Conclusion**

Staff recommends that the City Council adopt Resolution No. \_\_\_\_\_, approving the following appropriation and amending the FY 2016/17 budget as necessary: \$4,600 in Housing Trust funds (Fund 326) for the City's First Time Homebuyer Loan Assistance Program; a total appropriation of \$28,400 in Fund 326.

### **Public Contact**

Posting of the City Council agenda.

Prepared by: Dan Sokolow  
Senior Planner

Reviewed by: Christine Engel  
CSD Director



Paul Navazio, City Manager

Attachment: Resolution

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND  
APPROVING AN APPROPRIATION FOR THE CITY'S FIRST TIME HOMEBUYER  
LOAN ASSISTANCE PROGRAM**

**WHEREAS**, the City has provided first time homebuyer loan assistance for families that do not earn more than 80% of the countywide median household income, adjusted for household size, since approximately 2002; and

**WHEREAS**, the City restarted its first time homebuyer loan assistance program in 2015 and is working with ten families.

**NOW THEREFORE BE IT RESOLVED**, as follows:

The City of Woodland does hereby approve the following appropriation and amends the FY 2016/17 budget as necessary: \$4,600 in Housing Trust funds (Fund 326) for the City's First Time Homebuyer Loan Assistance Program; a total appropriation of \$28,400 in Fund 326.

**BE IT FURTHER RESOLVED**, the City of Woodland authorizes staff to amend the budget as necessary.

**PASSED AND ADOPTED** this 18th day of October 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Jim Hilliard, Mayor

ATTEST:

\_\_\_\_\_  
Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kara K. Ueda, City Attorney





## Legislation Text

8.

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File #: 16-723, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Reject All Bids and Re-Authorize Bid Advertisement for Library Improvement Project, CIP 15-08

**Recommendation for Action:** Staff recommends that the City Council:

1. Approve Resolution No. \_\_\_\_\_, rejecting all bids from the October 6th bid opening; and
2. Re-Authorize bid advertisement for the Library Improvement Project; CIP 15-08.

**Staff Contact**

Clara Olmedo - (530) 661-5824, clara.olmedo@cityofwoodland.org

**Fiscal Impact**

The Maker Space - Community Learning Lab Project (Library Facilities Improvement Project, CIP 15-08) is funded in the Capital Budget in the amount of \$600,000. This project is funded by Measure E (MSE) sales tax proceeds that were identified for improvements to the Woodland Public Library.

The Architect's opinion of total construction cost was \$500,000.

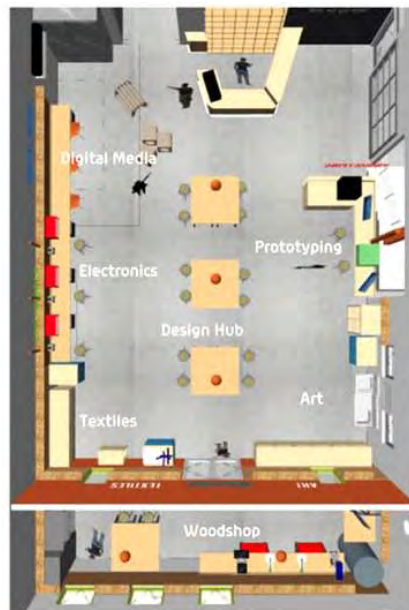
**Background**

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

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MakerSpace - Learning Lab Perspective View



MakerSpace - Learning Lab Floor Plan

## Discussion

On July 19, 2016 Council approved plans and specifications for the project. The Engineer's estimate of construction cost for the base bid was \$500,000.

On October 6, 2016 the City received 9 bids for construction of the Project. The City received the following bids:

| Bidder's Name                           | Base Bid Amount |  |
|-----------------------------------------|-----------------|--|
| Norwood Construction Services (1st Low) | \$392,950.00    |  |
| Monley Hamlin, Inc.                     | \$401,055.00    |  |
| Z Squared Construction                  | \$425,000.00    |  |
| CWS Construction Group Inc.             | \$429,000.00    |  |
| Abide Builders Inc.                     | \$452,190.00    |  |

|                           |              |  |
|---------------------------|--------------|--|
| Swierstok Enterprise Inc. | \$494,000.00 |  |
| Peterson Development      | \$500,000.00 |  |
| National Construction     | \$515,000.00 |  |
| Saboo Inc.                | \$599,300.00 |  |

The City sought to award the contract to the low bidder but the item was pulled from consideration due to a bid protest.

The bid protest stated that low bidder failed to list the percentage of work to be performed by the subcontractors on the Designation of Subcontractors form. The information on the bid proposal form submitted was not complete and staff is unable to determine if a 30% self-performance requirement has been achieved. Staff is not authorized to request updated information to allow Norwood Construction Services to correct the error and therefore, failure to demonstrate that the 30% self-performance requirement has been achieved is a material bid error and the City cannot award the contract to Norwood Construction Services.

After analyzing the bid protest, the City determined there was a discrepancy/ambiguity in the bid documents. The City Attorney has been consulted in the decision making and review of the bid and recommended that all bids be rejected and re-authorize bid advertisement for the project.

Staff anticipates rebidding soon after Council approval and anticipated awarding contract based on the new bids in the November 15<sup>th</sup> Council meeting.

### **Conclusion**

Staff recommends that the City Council:

1. Approve Resolution No. \_\_\_\_\_, rejecting all bids from the October 6th bid opening; and
2. Re-Authorize bid advertisement for the Library Improvement Project; CIP 15-08.

Prepared by: Clara Olmedo, Associate Engineer

Reviewed by: Ken Hiatt, Assistant City Manager  
Greta Galindo, Library Director



Paul Navazio, City Manager

**ATTACHMENT:** A - Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND REJECTING  
ALL BIDS FROM THE OCTOBER 6, 2016 BID OPENING FOR THE LIBRARY  
IMPROVEMENT PROJECT; RE-AUTHORIZE BID ADVERTISEMENT FOR THE LIBRARY  
IMPROVEMENT PROJECT; CIP 15-05**

**WHEREAS**, the City Council originally approved the plans and specifications and authorized advertisement for bids on July 19, 2016; and the City of Woodland opened bids on October 6, 2016; and

**WHEREAS**, on October 6, 2016 the City of Woodland received 9 bids; and

**WHEREAS**, on October 11, 2016 the City of Woodland received a bid protest from Monley Hamlin, Inc. for failing to list the percentage of work to be performed by the subcontractors on the Designation of Subcontractors form; and

**WHEREAS**, the City staff is unable to determine if the 30% self-performance federal requirement has been achieved from the low bidder with the information submitted; and

**WHEREAS**, the City of Woodland wishes to reject all bids from the October 6, 2016 bid opening for CIP 15-08, Library Improvement Project; and

**WHEREAS**, the City Council wishes to re-authorize bid advertisement for the Library Improvement Project, CIP 15-08, through adoption of this Resolution.

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

Section 1. The City Council hereby rejects all bids from the October 6, 2016 bid opening for CIP 15-08, Library Improvement Project.

Section 2. The City Council hereby re-authorizes bidding the CIP 15-08, Library Improvement Project.

Section 3. Copies of the project Plans and Specifications for re-bidding are on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

**PASSED AND ADOPTED** by the City Council this 18<sup>th</sup> day of October, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Jim Hilliard, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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Ana B. Gonzalez, City Clerk

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Kara K. Ueda, City Attorney



## Legislation Text

9.

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File #: 16-780, Version: 1

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TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: October 18, 2016

SUBJECT: Road Maintenance Program Project Update

Recommendation for Action: Staff recommends that the City Council receive a presentation from staff regarding the Road Maintenance Program Projects.

**Staff Contact**

Katie Wurzel, Principal Civil Engineer - (530) 661-5954; [katie.wurzel@cityofwoodland.org](mailto:katie.wurzel@cityofwoodland.org)

**Fiscal Impact**

None.

**Background**

The annual road maintenance project is nearing completion. The project has resurfaced approximately 25 miles of local streets within zones 1 and 2 (area north of Main Street between East Street and CR98) and installed new ADA ramps.

With the Measure E-funded, 2016 Road Maintenance Project, new and enhanced bike lanes were established on streets in the northern part of town. These lanes were added to encourage the use of bicycles throughout town and raise awareness of the presence of bicyclists on our local streets.

The improvements include new bike lanes on streets that did not previously have bike lanes such as N. Walnut and Mariposa and enhanced bike lanes on the east end of W. Woodland and W. Beamer where parking lanes were striped in addition to the previously existing bike lanes. With this project, many new bike lanes were added to the City's bike network and existing bike lanes were enhanced with the addition of striped parking and buffer lanes.

Staff has scheduled a presentation regarding this year's road maintenance projects as well as the changes being implemented to enhance vehicle and bike/pedestrian safety.

Prepared by: Katie Wurzel, Principal Civil Engineer

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

Paul Navazio, City Manager